

**Camden Hills Regional  
High School**  
*Home of the Windjammers*

***2009-2010 Student Handbook***

Dr. Nick Ithomitis, Principal  
Mr. Graham Bode, Assistant Principal  
Mr. Piet Lammert, Assistant Principal

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*Cover design by  
Sarah Drisko and Carolyn Brown*

**This agenda belongs to:**

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**Welcome to the 2009-2010 School Year!**

I hope you all had a great summer and have been looking forward to the start of school. As you think about this year, I am sure that you are wondering what your new classes will be like, and you will be looking forward to seeing old friends and making new ones. I look forward to a great year...

My message to the Seniors....It is your time to shine! CHRHS is only as good as the seniors who lead it. I have all the confidence in the world that the Class of 2010 will be an outstanding class.

To the Juniors...This is a huge year for you. Everything you do will play a big role in your post high school plans. Many students tell me that their Junior year is the most important year of high school.

To the Sophomores...Welcome to the ranks of the upperclassmen. As sophomores more will be expected of you. Course work gets a little harder, you are expected to behave more maturely, and you will be asked to assume more leadership roles.

To the incoming Class of 2013... You are officially high schoolers! With that status comes a little more freedom than you may have had, but it also comes with a lot more responsibility. So folks, come to school each and every day prepared and willing to learn. Be a good person. Do your work. And get involved.

To all of you, keep in mind...The only thing you get out of life is what you put into it. Make the most of the opportunities that lie ahead.

Dr. I

### **High School Code of Ethics**

(developed by students)

**Respect**  
**Responsibility**  
**Integrity**  
**Compassion**  
**Honesty**

**Camden Hills Regional High School**

## **MISSION**

*We are a community of learners that supports students in developing the knowledge and the academic, civic, and social skills that are necessary for excellence in post-secondary education and adult life in an ever-changing world.*

### **Expectations for Academic Learning**

*Graduates of Camden Hills Regional High School will:*

- Read, write, and speak effectively.
- Use a variety of technological and informational resources to gather, synthesize, and evaluate data.
- Apply higher order thinking skills to problem solving across the curriculum.

### **Expectations for Social Learning**

*Graduates of Camden Hill Regional High School will:*

- Demonstrate respect, responsibility, integrity, compassion, and honesty.
- Take responsibility for their own learning.
- Collaborate meaningfully and productively as members of the school community.

### **Expectations for Civic Learning**

*Graduates of Camden Hills Regional High School will:*

- Demonstrate awareness of local, national, and global issues.
- Participate in activities that foster ethical decision-making and the democratic process.
- Make meaningful contributions to the community.

*Revised 2008*

Academic rubrics for reading, writing, speaking, critical thinking and technology are available in the main office, the counseling office, and from individual teachers.

*Appleton – Camden – Hope – Lincolnville - Rockport*

### **Strategic Vision for June 2016**

The Camden Hills Regional High School community promotes learning as a lifelong process. We honor, support and

engage all learners. We value diversity. We celebrate and support all learning styles. We provide a safe, respectful and caring environment, inclusive of everyone in our learning community. We treat one another as we want to be treated.

We recognize and celebrate the strengths and abilities of each learner. We support risk-taking, innovation and learning from our mistakes. All students and staff have equal access to resources and opportunities. Our students are prepared to be involved, well-rounded, well-educated, informed and ethical community and global citizens. We encourage students and staff to challenge themselves and extend their knowledge and skills beyond what is comfortable and traditional.

We offer diverse learning opportunities in school facilities and in the broader community. Our teaching/learning process is consistent with educational research and reflects the needs, interests and abilities of all students. We make education a meaningful, holistic process encompassing the physical, emotional, intellectual and spiritual dimensions of the individual in relationship to our environment. We foster a sense of well being, self-esteem and self-respect. Students feel that school is a place where they experience success.

Families are an integral part of every student's education. They collaborate with staff and with students for their students' learning activities and outcomes. Students, their families and staff are involved democratically in significant decisions affecting student learning. Students take responsibility for utilizing the resources available to them in their quest for education. Our students develop skills to design and implement personally fulfilling education and life plans.

We have the will and commitment to allocate the resources to make this vision a reality. We hire and retain outstanding educators and support their professional development. Our community actively advocates on behalf of our educational needs at the local, state and national levels.

*This statement is both a vision of what our school should look like in June 2016 and a guide for action between now and then. The participants in the Strategic Planning process created it during three days of work in March 2003. The participants agreed to leave the document in "rough" form to capture the vitality, collaborative and ongoing nature of the process.*

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### **POLICY MANUAL**

The procedures in this student handbook are based on CSD policy. If there is a conflict between the handbook and policies, district policy governs. A copy of the complete CSD Policy Manual is located in the administrative office at the high school, in the superintendent's office, and on [www.fivetowns.net](http://www.fivetowns.net)

### **A. Administration**

#### **SCHOOL STAFF**

*All staff members are accessible by e-mail using:  
 firstname\_lastname@fivetowns.net*

Classroom teachers can be reached before or after school by dialing 236-7800 and their extension number; during the academic part of the school day (7:30 am - 2:30 pm) all outside calls are automatically transferred to voice mail so as to not

disrupt instruction. Administrative and Counseling Office staff can be directly reached at any time during the school day.

Alexander, Nell	321	Social Studies
Allen, Cindy	224	English
Alley, Anastasia	332	Special Education
Anderson, Bill	337	Special Education
Ash, Rick	264	Visual & Performing Arts
Audet, Chris	425	Physical Ed/Athletic Trainer
Baseler, Adina	221	English
Bode, Graham	257	Assistant Principal
Boivin, Susan	458	Wave Cafe
Bowman, David	320	Social Studies
Brassbridge, Jennifer	311	Science
Bray, Susan	339	Special Education
Brown, Carolyn	480	Visual & Performing Arts
Buescher, Thom	128	Horizons Director
Burns, William	335	Special Education
Caldwell, Sheila	124	English
Carlsen, Angie	358	Registrar
Cassis, Larry	112	Science
Clevette, Amy	263	Administrative Office
Clossey, Judy	250	Nurse
Cote, Jill	225	Foreign Language
Coyle, Carol	334	Special Education
Curtis, Bill	220	Foreign Language
Dailey, Liz	324	Social Studies
DeGrass, Barbara	250	Health Aide
Damian, Lisa	217	Science
Dodge, Laurie	334	Special Education
Doubleday, David	222	English
Dresser, Tim	275	Adult Education
Duke, Doreen	334	Special Education
Entwistle, Deb	360	Counseling
Ferlauto, Amy	210	Foreign Language
Fetterman, Jayne	337	Special Education
Fetterman, Rosemary	350	Psych Services ( <i>Dept. Head</i> )
Filip, Kathy	316	Math
Fisher, Doree	231	Family & Consumer Science
Fitzgerald, John	216	Math
Gillette, Jamie	223	English
Gray, Tom	323	Social Studies ( <i>Dept. Head</i> )
Grey, Mike	310	Social Studies
Hamlin, Valerie	272	Library
Hart, Jeff	415	Physical Education ( <i>Dept. Head</i> )
Heal, Donna	314	Math
Heath, Janet	471	Business
Heath, Tom	389	Information Technology

Hibbard, Bill	477	Industrial Tech ( <i>Dept. Head</i> )
Hughes, Bill	414	Athletic Director
Iannuzzi, Bob	390	Information Technology
Ithomitis, Nick	254	Principal
Jordan, Stephen	117	Science
Kahn, Russell	474	Visual & Performing Arts
Kelly, Patrick	118	Science
Kerr, Jon	318	Science
Kormann, Eric	331	Special Education
Klemmer, Sue	317	Science ( <i>Dept. Head</i> )
Krise, Tim	666	Information Technology
Lammert, Piet	259	Assistant Principal
Larlee, Nate	230-1058	Zenith
Larson, Barbara	224	Foreign Language
Library	270	
Lipton-Morin, Deb	328	Tutor
MacWilliams, Doug	333	Information Technology
MacWilliams, Linda	262	Administrative Office
Mann, Donald	228	Foreign Language ( <i>Dept. Head</i> )
McFarland, Jane	328	Tutor
McKenzie, Bruce	218	Math
Messer, Meredith	212	Math
Morton, Jill	332	Special Education
Munson, Jennifer	122	English ( <i>Dept. Head</i> )
Murphy, Kim	295	Visual & Performing Arts
Murphy, Margo	211	Science
Nystrom, Steve	214	Math ( <i>Dept. Head</i> )
O'Brien, William	219	Math
O'Connell, Chipper	337	Special Education
Orhon, Karen	312	Math
Ottmann, Judy	356	Counseling
Parkman, John	354	Counseling
Rackliff, Hilary	270	Library
Read, Harry	322	Health
Reinink, Jane-Ann	230-1058	Zenith
Rose, Keith	455	Operations/Maintenance Mgr.
Rowe, Nancy	294	Visual & Perf. Arts ( <i>Dept Head</i> )
Schelble, Judi	335	Special Education
Self, Jane	260	Administrative Office
Small, Traci	355	Counseling ( <i>Dept. Head</i> )
Socket, Elyse	274	Adult Education
Soll, Korah	230-1058	Zenith ( <i>Dept. Head</i> )
Southworth, Suzanne	484	Visual & Performing Arts
Taylor, Lynne	235	Foreign Language
Turner, Jennifer	335	Special Education
Vautour, Faith	321	Social Studies
Vencile, Ken	111	Science
Vogt, Mark	460	Wave Cafe

Vohringer, Cindy	357	Counseling
Walker-Spencer, Chris	245	Computer Applications
Wallace, Mark	325	Social Studies
Wilcox, Kathy	232	Family & Consumer Science
Williams, Todd	121	English

### **If you have questions:**

#### ***Student's Progress or Grades...***

Call or E-Mail the specific teacher

#### ***Administrative Office***

ext. 260, **Ms. Self**; ext. 262, **Mrs. MacWilliams**; ext. 263  
**Mrs. Clevette**; ext. 254, **Dr. Ithomitis**; ext. 259,  
**Mr. Lammert**; ext. 257, **Mr. Bode**.

#### ***Affirmative Action and Harassment Issues***

ext. 260, Administration or ext. 361, Counseling Office

#### ***Athletic Schedules and Issues***

ext. 414, **Mr. Hughes**

#### ***Attendance Matters***

ext. 262, **Mrs. MacWilliams**

#### ***Band Participation and Events***

ext. 294, **Ms. Rowe**

#### ***Bus or Transportation Issues***

236-3358 and ask for **Ms. Waters**

#### ***Chorus Participation and Events***

ext. 295, **Mrs. Murphy**

#### ***Community Education Department***

ext. 275 or ext. 274, **Mr. Dresser** or **Mrs. Socker**

#### ***Counseling or Guidance Issues***

ext. 360, **Deb Entwistle**; ext. 361, **Amy Clevette**

#### ***Disciplinary Issues***

ext. 257, **Mr. Bode** or ext. 259, **Mr. Lammert**

#### ***Drug/Alcohol Counseling Services***

ext. 360 or 361, Counseling Dept.

#### ***Horizons (Gifted and Talented) Programs***

ext. 128, **Dr. Buescher**

#### ***Library Services***

ext. 272, **Ms. Hamlin**

#### ***Newsletter, Windjammer News***

ext. 265, **Mrs. Clevette**

#### ***Nurse, Medical Records and Health Services***

ext. 250, **Mrs. Clossey** or **Mrs. DeGrass**

#### ***Scheduling Facilities***

ext. 265, **Mrs. Clevette**

***Scholarship Information, Testing Dates***

ext. 358, **Mrs. Carlsen**

***School Psychological Provider***

ext. 350, **Ms. Fetterman**

***School to Career***

ext. 351, **Mrs. Pleas**

***Special Education Services***

236-7812, **Mrs. Gove**

***Technology Issues***

ext. 390, **Mr. Iannuzzi**

***Zenith***

230-1058, **Ms. Soll**

Any concerns that remain unresolved; call 236-7800 and ask for the Principal, **Dr. Nick Ithomitis**.

Issues not resolved by talking with the Principal; call 236-3358 and ask for the Superintendent, **Mrs. Pat Hopkins**.

## **B. Communication**

### **GENERAL COMMUNICATION**

**School Website:** The CHRHS website includes information on school events, calendars, counseling department news, sports news, an electronic student newspaper, daily announcements and copies of current and past Windjammer News newsletters. The website address is [www.fivetowns.net/subsites/CHRHS](http://www.fivetowns.net/subsites/CHRHS).

**Monthly Newsletter:** The *Windjammer News* is published by the main office and is mailed or emailed to all parents. Please e-mail: [Windjammer\\_news@fivetowns.net](mailto:Windjammer_news@fivetowns.net) with submissions.

**Progress Reports:** Progress reports will be issued 4 weeks into each quarter.

**Report Cards:** Report cards are issued at the end of each quarter. They are distributed during homeroom for the 1st, 2nd and 3rd quarters, and are mailed home after the 4th quarter.

**Class Absence Reports:** These are mailed when a student has reached 3 absences in a class that meets every other day, and 6 absences in a class that meets every day. A second mailing occurs when the student has reached 5 or 10 absences and a final notice is mailed after a 6<sup>th</sup> or 11<sup>th</sup> absence notifying the parent of the loss of credit for the respective course.

**E-Mail/Voice Mail:** Faculty members have their own specific e-mail addresses and phone extensions. Parents are encouraged to use one of these methods to directly communicate with faculty. A listing of each phone extension is on page 6.

**Parent Group:** A group of parents meets in the evening once each month to discuss parent/school issues. All parents are welcome to attend on a drop-in basis; meetings are listed in the newsletter. The parent group also publishes the student directory. You may contact them at [parent\\_groupCHRHS@fivetowns.net](mailto:parent_groupCHRHS@fivetowns.net).

**Counseling News:** The Counseling Department publishes an electronic newsletter that contains information on postsecondary education. Contact Counseling at ext. 361 to receive this planner electronically, or access it from the CHRHS website, or through the parent group email updates.

### **MESSAGES TO STUDENTS**

Messages for students may be called into the main office. Students are paged during passing times and at the end of the day. **Students will not be called during class except in the event of a family emergency.**

## POWERSCHOOL

The web address for PowerSchool is **169.244.101.40**. Enter this number in the address box after your internet browser comes up. Do not enter “www” in front of the number.

The next screen should be the log in screen:



The image shows a screenshot of the PowerSchool login interface. At the top, the word "PowerSchool" is displayed in a large, green, sans-serif font. Below this, there is a white rectangular box containing two input fields. The first field is labeled "Username" and the second is labeled "Password". Below the password field, there is a blue link that says "Forget your member name or password?". At the bottom right of the white box, there is a blue button with the word "Enter" written on it. Below the entire white box, there is a small copyright notice: "© 2006 Pearson School Systems. All rights reserved."

Enter your user name and password (available in the main office). Both of these entries are case sensitive. Click on **Enter** to access your grade information. You may click on grades that appear in **blue** for more detailed information. Questions about individual grades should be directed to the appropriate teacher. Questions or concerns about PowerSchool access should be directed to the main office.

## SCHOOL CANCELLATIONS

In the event that school must be canceled or released early, the local radio stations and VillageSoup will be promptly notified. In addition, a brief message relating to the closure or early release will be posted on our phone system, and you will receive an automated call at home. When school is canceled, the color of days does not change on the school calendar, and students are responsible to be prepared for the classes held on the next school day.

## **C. Academics**

*In order to be a full time student, you must be taking 6 credits and enrolled in five classes at any given time.*

### **ACADEMIC HONESTY**

Students at CHRHS are expected to apply themselves and to work to the best of their abilities within the guidelines of class policies, school policies and general honesty. Students must do their own schoolwork, complete assignments without plagiarizing, and take tests and quizzes without copying or in other ways misrepresenting their academic achievements. The following guidelines will be used to sanction students for clearly documented cases of academic dishonesty:

**First offense** – The teacher may assign an “F”/zero for the assignment or give the student the option of redoing the assignment. A grade of 0-69% will be assigned to assignments that have been redone. The student's parent/guardian will be notified, and the student will be referred to the Administration. The teacher has the discretion of using the grading comment “Student’s Grade Lowered due to Academic Dishonesty” on official grade reporting documents.

**Second offense** – The student will receive a zero on the assignment. The student's parent/guardian will be notified. The student will be referred to the Administration and will be subject to disciplinary action including a two-day suspension from school. If the second case of academic dishonesty occurs in the same class, the administration reserves the right to remove the student from the class with a grade of Withdrawal Failure.

**Third and subsequent offenses** –The student will receive a zero on the assignment. The student's parent/guardian will be notified. The student will be suspended from school for a minimum of three days and be removed from the class with a grade of Withdrawal Failure.

## WEIGHTED GRADES

The Five Town CSD School Board wishes to honor students who strive for academic excellence by taking the most challenging courses available to them rather than choosing easier courses in which they are more likely to earn higher grades. Accordingly, weighted GPA will be utilized as the measure for all academic distinctions, including (but not necessarily limited to) valedictorian, salutatorian, top 10 percent, and National Honor Society. The only manner in which weighted grades will be reported is on student transcripts as weighted GPA. The new weighted grading formula is as follows:

1. For AP & college level courses, a weighting factor of 1.10
2. For Honors courses, a weighting factor of 1.05
3. For college prep level courses, a weighting factor of 1.00

*CSD Policy NEPN/NSBA: IKAD*

*6-1-05, revised 6-3-09*

## GRADING SYSTEM

<i>Grade</i>	<i>Numerical Value</i>	<i>Grade</i>	<i>Numerical Value</i>
A+	99-100	C+	83-84
A	95-98	C	78-82
A-	93-94	C-	76-77
B+	91-92	D+	74-75
B	87-90	D	72-73
B-	85-86	D-	70-71
		F	0-69

An example of how the grading system applies to weighted classes is below:

<i>Course</i>	<i>Credits Level</i>		<i>Grade</i>	<i>Weight</i>	<i>Weighted Grade</i>
American Studies	1	Honors	91 B+	1.05	96 A
AP U.S. History	1	Adv Placement	87 B	1.10	96 A
Algebra II	1	College Prep	86 B-	1.00	86 B-
Honors Chemistry	1.5	Honors	90 B	1.05	95 A
Applied Personality Theory	0.5	Honors	91 B+	1.05	96 A
Latin III	1	College Prep	84 C+	1.00	84 C+
TV Broadcast Studio	0.5	College Prep	97 A	1.00	97 A
Physical Education II	0.5	Grad Requirement	99 A+	1.00	99 A+
Total Credits:	7		<b>GPA: 90 B</b>		<b>93 A-</b>

## GRADE POINT AVERAGES/CLASS RANKINGS

**Academic Averages:** It is the policy of the Five Town CSD School Board that grades are reported as the actual academic

averages earned (number grades), which remain the same in any subsequent calculations (i.e. GPA). As letter grades comprise a range (i.e. A = 95-100) the use of letter grades provides too great an opportunity for unintentional inconsistency in grade reporting and therefore it is recommended that academic averages be the only way that grades are recorded in PowerSchool. In this way, we can be certain that student achievement is more accurately maintained and reported.

**Class Rank:** In high achieving schools like Camden Hills Regional High School, in which tenths or hundredths of a point can be the determining factor in one student's class rank relative to another, reporting rank to colleges can create the appearance that a student has not performed as well as s/he in fact has, and can negatively impact his/her chances for admission. Therefore it is the policy of the Five Town CSD School Board to report class rank only when required for admission or scholarship purposes. *CSD Policy NEPN/NSBA:IKC* 6-1-05

### **HONOR ROLL**

HIGH HONORS:            All A's  
HONORS:                 All A's & B's

The honor roll will be determined two weeks following the distribution of grades at the end of each ranking period. Any student receiving an incomplete will not be listed. At such time as the incomplete is made up and if the student then qualifies, his/her name will be added to the honor roll.

### **ACADEMIC ELIGIBILITY FOR CO/EXTRA CURRICULAR ACTIVITIES**

Participation in extracurricular and co-curricular activities is a privilege and carries with it certain academic responsibilities. The following are the procedures for determining students' extracurricular and co-curricular academic eligibility.

Grades will be checked at the end of each quarter and four weeks into each quarter. Any student failing one or more classes at grade check will be placed on academic probation for 2 calendar weeks. During that time the student can fully participate in all aspects of any sport, extracurricular and/or co-curricular activity.

After 2 calendar weeks, the student must be passing all classes. If still failing, the student becomes ineligible until a time when he/she is passing all classes. For athletics, plays, and musicals, if a student becomes ineligible, he / she may practice with the team/cast, but will not be allowed to participate in any performances, scrimmages, exhibition, regular season, or post

season contests. Nor will he/she be allowed to travel to away games with the team. For other activities, if a student becomes ineligible, he/she may not participate in meetings, trips, performances, etc. Incompletes are treated the same as failures. All other MPA minimum academic eligibilities will also apply.

### **HOME SCHOOLING:**

#### **PARTICIPATION IN SCHOOL PROGRAMS**

*Please see CSD policy IHBGA for the complete home school policy.*

**Participation in Regular Classes.** Home instruction students may enroll in specific day school classes provided that the student's attendance is regular, the class is deemed to be age and grade appropriate and all prerequisite course requirements are met. In addition, the following shall also apply.

1. The student or the student's parent/guardian, on the student's behalf, shall apply in writing to and receive written approval from the superintendent/ designee. Approval may not be unreasonably withheld.
2. Home-schooled students are limited to two courses per semester; no more than seven home school credits can be applied to a CHRHS diploma.
3. The student shall demonstrate prior satisfactory academic achievement consistent with school unit policy and procedures applicable to all students.
4. The student shall comply with behavioral, disciplinary, attendance and other classroom rules applicable to all students. If a student fails to comply, the school may withhold credit or terminate the student's participation.
5. The parent/guardian or student must provide transportation. However, the student may use the same transportation as all other students in the school unit as long as additional expenses are not incurred and vehicle capacity is not exceeded.
6. The student shall complete all assignments and tests as required of all students in the same class.

### **HOMEWORK**

Numerous studies show that the amount of time students spend on learning a skill directly affects their ability to master it. The Board believes that there are several reasons for assigning homework:

- A.** Homework helps students learn better and faster. Research

shows that many successful teachers assign meaningful homework. By asking students to spend some of their out-of-class time working on a specific skill or subject, teachers make it possible to spend class time teaching students even more.

**B.** Homework helps families become involved with education. We know that for schools to do the best possible job educating each student, parents/ legal guardians work together.

Homework is one way parents/ legal guardians can make a meaningful contribution to helping their sons and daughters achieve. When students see that their parents/ legal guardians think education is important, their performance improves.

**C.** Homework communicates the high expectations that schools hold for their students. The best schools have confidence that their students can and will achieve. Assigning meaningful homework is one way of letting students develop confidence in their own abilities.

**D.** Homework helps students develop self-discipline and organizational skills. Through homework, students learn how to manage their time. They learn the importance of setting goals and working to achieve them. They learn to be responsible for their own achievements. All these skills will help them continue to be successful throughout their lives.

*CSD Policy NEPN/NSBA: IKB*

*2-16-00*

## **HOMEWORK REQUESTS**

Homework can be requested directly by the parent or student by e-mailing the respective teacher(s) by 9:00 am. For those students who do not have e-mail access from home, please ask for homework by calling 236-7800, ext. 262 by 9:00 am and it will be gathered at the administrative office for pick up by 2:30 pm.

## **GRADUATION REQUIREMENTS**

**Purpose:** To define graduation requirements.

1. Number of credits required for graduation: 23  
17 credits are necessary for placement in 12th grade  
11 credits are necessary for placement in 11th grade  
5 credits are necessary for placement in 10th grade.
2. Credits for courses: A course that meets for 1 block on alternate days throughout the course of the year will carry 1 credit. A yearlong course receives one credit; a semester course

receives a half credit. The administration will determine credits for courses that meet for different time periods.

3. Students attaining the required number of credits, passing the required courses and passing the required minimum competency tests will receive a high school diploma.

4. Special education students who have not earned a diploma, but who have satisfactorily completed their Individual Education Plans (IEP) may choose to receive an IEP diploma at graduation. An IEP will be developed for any subsequent school year, through the age of 20.

5. Beginning with the Class of 2011, specific requirements include:  
4 credits in English plus passing the Reading Minimum Competency Test  
3 credits in Social Studies including US History I, World History, US History II  
4 credits in Mathematics plus passing the Math Minimum Competency Test  
3 credits in Science  
1/2 credit in Health  
1 credit in Fine Arts  
1 credit in Physical Education  
1 credit in Applied Academics  
1 equivalent credit from Applied Academics and/or Fine Arts  
Fulfill the Computer Literacy Requirement

6. Any student may request modifications or adaptations to achieve the specific requirements listed above:

a. Students must fulfill learning requirements acceptable to the School Counseling Department.

b. Successfully fulfilling these requirements may be demonstrated through a variety of options at the discretion of the Principal.

c. If a senior enters Camden Hills Regional High School so late in his/her senior year that he/she could not meet our graduation requirements, we will explore transferring our grades to his/her previous high school so that the student may obtain a diploma from that school.

d. Students must earn a minimum of 16 credits at CHRHS or as a transfer student from an accredited high school in order to be awarded a CHRHS diploma.

7. Alternative coursework leading to graduation:

<b>Situation</b>	<b>Credit for Elective Courses</b>	<b>Credit for Required Courses (tied to departmental "core courses")</b>	<b>Credit Recovery</b>
<b>Eligibility</b>	All students	Seniors who have acquired a minimum of 17 credits	Students who completed a "day class" at CHRHS, failed it with an average of at least 50%.
<b>Options</b>	Approved: a. Correspondence b. Online c. Adult Ed with certified teacher supervising	Approved: a. Correspondence b. Online c. Adult Ed with certified teacher and approved by Administration	Approved: a. Correspondence b. Online c. Adult Ed programs
<b>Requirements</b>	a. Student/parent covers all costs b. Courses cannot apply to specific graduation requirements, but may apply to total credits needed for graduation c. Maximum = 2 credits per student for all of high school career	a. Student/parent covers all costs b. Maximum= 1 credit c. Applicable only if the course cannot be accommodated within the high school schedule	a. Student/parent covers all costs b. Maximum= 2 credits per student for all of high school career

No more than two credits per subject area may be earned in one school year. Credits earned in this manner will be pass/fail only and will not count toward cumulative GPA or class rank.

CSD Policy NEPN/NSBA Code: IKF

7-12-06, Revised 6-3-09

## STANDARDIZED TESTING DATES

### PSAT

October 14, 2009

**Maine State Law requires that all sophomores take the PSAT**

## **SAT**

<i>Test Dates</i>	<i>Test Offered</i>
10/10/09	SAT, Subject Tests
11/7/09	SAT, Subject Tests
12/5/09	SAT, Subject Tests
1/23/10	SAT, Subject Tests
3/13/10	SAT Only
5/1/10	SAT, Subject Tests
6/5/10	SAT, Subject Tests

***Maine State Law requires that all juniors take the SAT.  
The free testing date for juniors at CHRHS will be 5/1/10.***

Seniors should utilize the first two test and registration dates in order to meet admission deadlines. Test fees range from \$28-\$43. Late registration fee is \$15.00.

## **Advanced Placement**

May 3-7, 2010 and May 10-14, 2010

A complete schedule of AP exams offered at CHRHS is available in the Registrar's Office. Test fee is app. \$76 per exam.

*For more info on the PSAT, SAT & AP, go to [www.collegeboard.com](http://www.collegeboard.com)*

## **ACT**

<i>Test Dates</i>	<i>Reg. Deadline</i>	<i>Late Deadline</i>
Oct 24, 2009	Sep 18, 2009	Oct 2, 2009
Dec 12, 2009	Nov 6, 2009	Nov 20, 2009
Feb 6, 2010	Jan 5, 2010	Jan 15, 2010
Apr 10, 2010	Mar 5, 2010	Mar 19, 2010
Jun 12, 2010	May 7, 2010	May 21, 2010

\*An optional writing test is available at all testing dates

*For more information on the ACT, go to [www.actstudent.org](http://www.actstudent.org)*

### **ASVAB - Armed Services Vocational Aptitude Battery**

The ASVAB is needed for entrance into all military fields. There is no cost for this exam. The testing date for CHRHS is October 6, 2009. Contact the School to Career Coordinator to register.

## **COURSE CHANGE PROCEDURE**

*Please see the CHRHS Course Guide for more details*

Action	Period Of Time	Requirements

<b>Selecting courses</b>	Month of February prior to school year	* 8 <sup>th</sup> grade teacher permission for incoming freshman. *Math competency test (or placement test) *Courses and levels subject to department criteria (see CHRHS Course Guide)
<b>ADD/DROP Period</b>	The first 3 red days and 3 white days of each semester	*Parent permission if necessary *Students must present solid rationale for the course change
<b>Adding courses</b>	Within 3 weeks for semester classes and 5 weeks for full year classes	*Students must present solid rationale for the adding of a class
<b>Dropping Semester or Full Year Courses</b>	After ADD/DROP PERIOD	* Students must a present solid rationale for dropping a class (includes academic or elective class) Signatures on Course Change Permission Form: *Present Teacher *Parent (or phone call/email) *Administrator as needed
<b>Changing Levels (Semester or Full Year Courses)</b>	At teacher's discretion	Signatures on Course Change Permission Form: *Present Teacher *Parent (or phone call/email) *Administrator as needed

### **D. Attendance**

#### **ATTENDANCE POLICY AND PROCEDURES**

The faculty and administration of CHRHS together with the Board of Directors of the Five Town CSD, believe that

regular classroom attendance is an essential and necessary component of a successful learning experience. While state law mandates that schools be in session for at least 175 days per school year and provides that responsibility for student attendance rests with the student and the family, we believe that except under unusual circumstances, a student must attend the classes offered in a given course in order to receive academic credit for the course.

Students are expected to maintain full time status, defined as enrollment in a minimum of 5 courses per semester culminating in no fewer than 6 credits per year. The administration will develop and maintain procedures to allow reasonable exceptions for individual students. Students may not receive credit for a class if they are absent more than:

For half credit courses	5 class periods
For every day full credit courses	10 class periods per semester
For every other day full credit courses	5 class periods per semester
For 1 1/2(Lab) courses	7 class periods per semester

The decision to deny credit is at the discretion of the administration. Compulsory education is essential to the preservation of the rights and liberties of the people and the continued prosperity of our nation. Maintaining regular student attendance is necessary to achieve the goal of an educated citizenry. Public schools should ensure the rights of access for all school-age persons to an appropriate educational opportunity and, when necessary, should develop alternatives to regular school curricula for those children and youth at risk of becoming dropouts and those who may have left school.

Parents/guardians are responsible for the attendance of students who are under 17 years of age. The Board shall work with families in an effort to ensure compliance.

Secondary school students 20 years of age or more will only be admitted to the school unit with prior Board approval.

*Please refer to CSD Policy NEPN/NSBA : JEA Under revision 5/30/07*

### **General Procedures**

Daily attendance will be taken during Homeroom. Students absent from homeroom will be marked absent for the day. A student absent for more than 40 minutes of a class will be considered absent from that class. *All absences, both excused and unexcused, count toward the total class absences.* Students with planned absences of more than three days must meet with an administrator in advance of the proposed dates. Students with excused absences must obtain and complete work in a timely fashion as described under excused absences. Students who

miss a class without a teacher's approval will have one opportunity to make up the work at the teacher's discretion.

**Administrative Discretion:** The administration has the authority to grant additional days in excess of the above if prior approval is given, or to interpret situations that might not allow advance notification of a student's absence.

**Appeal Process:** Any student wishing to appeal the denial of academic credit pursuant to this policy must indicate his/her desire to do so in writing to the administration, within five school days of the notification of the denial of credit. If the student is not satisfied with the administration's resolution, they may appeal the decision. The appeals board will consist of a teacher(s), the student's parent/guardian, the student, the student's counselor and an administrator. The student may choose an additional teacher to serve on the board.

#### **Definition of Excused/Unexcused Absences**

Absences are categorized as either "excused" or "unexcused". Yellow attendance slips issued by the administrative office indicate an excused absence, tardy or dismissal, and pink slips indicate an unexcused absence, tardy or dismissal. All absences whether excused or unexcused, *with the exception of absences for school sponsored activities, administrative discretion, or suspension*, count towards the total allowable class absences.

**Excused:** The following are reasons for an excused absence:

1. Personal illness that has been verified by a parent, physician or the school nurse.
2. Appointments with health professionals.
3. Appointments for driving license exams.
4. Observance of a recognized religious holiday when the observance is required during a regular school day.
5. College visits and appointments.
6. Bereavement.
7. Family emergency.
8. An absence that has been approved by administration.
9. Suspension by school officials.

Students who have an excused absence will be afforded the equivalent number of days for make-up work as they were absent from school, unless they were absent because of suspension. Students are responsible for contacting their teacher(s) regarding all work, tests, and class time missed and to arrange for all make-up work. Students suspended for five days will be granted three additional days for make-up work to be

completed and for a ten-day suspension, students will be granted five additional days.

**Unexcused:** A student's absence from school is unexcused if the student is absent from school or from a class without the permission of a parent/guardian, teacher or administrator. A student will be denied the opportunity to make up work missed during an unexcused absence, tardy or dismissal. In addition, the student may receive a zero for any work missed in each class. If the administrative office is contacted ***immediately upon the student's return***, either by phone or by a written note from the parent/guardian, the administration may choose to excuse the absence.

#### **Dismissals**

Students may be dismissed from school for the same reasons as for excused absences. Dismissals must be arranged in advance by a parent/guardian and ***students must check out at the administrative office prior to leaving campus or they will be considered truant***. CHRHS has a closed campus, and students may not dismiss themselves or leave school grounds without permission under any circumstances.

#### **Procedures for Absences/Dismissals**

Students are responsible for obtaining a dismissal slip from the administrative office prior to the start of the school day on the morning of the day they need to be dismissed or on the day that they return to school from an absence. Parents/Guardians must notify the administrative office the day their student is absent, tardy or to be dismissed by calling ext. 262 before 7:40 a.m. or by sending a note to the administrative office. Parents/guardians who are unable to contact the administrative office about an absence in advance, must give their child a note to be given to the Attendance Coordinator no later than 7:40 am the day the student returns to school or the absence will be reported as **unexcused**. A detention(s) will be assigned for unexcused absences. Students must present a yellow or pink attendance slip to their teachers in order to ensure that class absences are recorded. Students who are ill for more than three consecutive days must provide a doctor's note to get an excused attendance slip the morning they return to school, or have their parents call the school nurse before the morning of return to school to provide medical verification of illness.

*Students leaving due to dismissal must check out at the main office prior to leaving campus, and must check in with the office upon returning to school.*

### **Participation in School Sponsored Activities**

A student absent for more than two of the four classes each day may not participate in any extra-curricular events on the day of the absence. Students absent from any class periods due to school-sponsored activities are expected to obtain advanced approval from classroom teachers in order to remain current with their coursework.

### **TARDY POLICY AND PROCEDURE**

Students must check in at the main office and obtain a pass if they are late in arriving to school.

**Unexcused Tardy** (no note or call in advance from a parent)

1st tardy per quarter: warning

2nd tardy per quarter: warning & parent contact

3rd tardy per quarter: one detention

Each additional tardy per quarter: one detention

*Students who arrive more than halfway into a period with no note or prior parent contact will be given a detention for cutting classes.*

**Excused Tardy** (parent calls or sends student with a note)

1st tardy per quarter: excused

2nd tardy per quarter: excused, with reminder that we will only accept 3 "parent tardies".

3rd tardy per quarter: excused, with a final warning that the 3 late rule has been met.

4th tardy per quarter: one detention

*Hardship or special circumstances will be taken into consideration on a case-by-case basis.*

Tardies due to medical appointments do not count if students bring a note from the doctor that verifies the appointment.

Students will also be expected to bring in a doctor's note if they have ongoing regularly scheduled medical appointments.

### **LATE ARRIVAL/EARLY DISMISSAL**

#### **Late Arrival/Early Dismissal**

1. A junior must be in good standing and have accumulated a minimum of eleven credits at the end of his/her sophomore year. A senior must be in good standing and have accumulated a minimum of seventeen credits at the end of his/her junior year.

2. The student must have the Late Arrival/Early Dismissal application approved by their parent/guardian.

3. In the case of Late Arrival, the student will arrive at school in time for his/her first class of the day and must sign in at the administrative office. Failure to sign in may result in the loss of late arrival privileges. In the case of Early Dismissal, the student will leave the school directly following their last class.

4. Students who are in school during their release period must report to their original study hall.

5. Late Arrival/Early Dismissal privileges may be revoked if the student is suspended from school for any reason, or for discipline issues as determined by the Administration.

7. These privileges will be revoked for a minimum of two weeks if a student is failing any class at grade check times. All grades must improve to passing for privileges to be restored.

*Late Arrival and Early Dismissal are not effective until the forms have been properly completed and approved by the Administrative Office.*

## **WORK STUDY**

**Work Release Program:** A student...

1. must be in good standing
2. must accumulate a minimum of 11 credits by the end of sophomore year, or a minimum of 17 credits by the end of junior year.
3. must carry a min. of 5 courses in addition to work study.
4. must have and maintain a part time job.
5. must have an application approved by their parent and signed by their employer.
6. will process the Work Release application through the School to Career Coordinator.
7. will not be in school during their release time without administrative permission granted one day in advance.
8. Work Release privileges may be revoked for violating the terms above, or for suspension.

## **ACTIVITIES ON DAYS WHEN SCHOOL IS CANCELLED**

When students are sent home during the day because of bad weather conditions, all school activities (practices, performances and games) shall be cancelled. If school is cancelled for other reasons, activities will be scheduled at the discretion of the building principal. When school is cancelled before 7:00 a.m. and conditions change during the day, it shall be the responsibility of each building principal to decide whether or not

to conduct afternoon and evening school events and to announce this decision via local media and the CSD web site.

*CSD Policy NEPN/NSBA: JE*

*5-26-04*

## **LEAVING SCHOOL GROUNDS**

### ***CHRHS is a closed campus.***

Students are in the care of school personnel for the regular school day from the time they arrive at school or get on a school bus in the morning until they leave school or get off the school bus at the end of the scheduled school day.

Students may leave school during the day for special reasons if permission has been received from the parent or guardian and approved by the principal or designee. A record will be kept, including time and date, of who gave the permission and who received the permission. *CSD Policy NEPN/NSBA: JHCA* *3-2-05*

## **DISMISSAL DUE TO THREATS TO THE BUILDING, INCLUDING BOMB THREATS**

The CHRHS Crisis Response Team, in conjunction with local law enforcement, fire safety, and emergency health care officials, has developed specific emergency plans to be implemented in the case of a threat to the building. Staff is trained annually on emergency procedures.

All students are expected to follow directions and evacuate or stay put as directed. It is not feasible for students to ask to be released when the administration is reacting to a threat.

Students who have a signed permission slip on file in the office may be released after the administration has been assured that school may resume. Parents assume responsibility for their child and his/her transportation when they choose to release them.

Depending on the situation, students who are released may not have access to their belongings and/or their vehicles. Students who are dismissed may not return to school or participate in school activities for the remainder of the day.

## **E. Programs and Services**

### **SCHOOL COUNSELING DEPARTMENT**

The mission of the Counseling Department is to facilitate the academic, personal/social, and career development of all students through a school counseling program that is “comprehensive in scope, preventive in design, and developmental in nature.”

*(From the ASCA National Standards for School Counseling Programs)*

**Direct services to students include:** large group instruction, small group instruction, individual planning, group counseling, individual counseling, crisis intervention/mediation, referral to community partners.

**Services in support of student development include:** curriculum development, program coordination, consultation, professional development, clinical supervision.

### **HIGH SCHOOL CHILD FIND TEAM**

The High School Child Find Team is charged with positively influencing the educational experiences of at-risk students through a variety of school wide support and programming. The team has drafted a definition of an at-risk student specific to CHRHS and has developed a comprehensive system of identifying and referring students who fit the at-risk criteria. Once a student has been identified, there are a series of steps in place to support the needs of individual students. The team is also charged with examining current programming and recommending new programming aimed at increasing the aspirations of identified students. The team is comprised of 4 members of the administrative staff, 1 rep. from the nursing staff, the school psychologist, counseling staff, and the Zenith director.

### **HEALTH SERVICES**

The nursing office is open daily from 7:30 AM until 3:15 PM. The

school nurse or nursing assistant staffs the office. Parents/guardians are asked to maintain contact with the nurse regarding their child's medical issues.

Prescribed or over the counter medications will not be administered to students unless ordered by a physician and accompanied by written parent permission. Please notify the nurse of all medications given on a daily or routine basis. Private physicals are needed by all 9th grade students and should be completed by November of their freshman year.

***Any 9th grade student who will be involved with fall sports must have a physical done by August 14<sup>th</sup>, 2009. Students without a current 9th grade physical on record must have a permission slip signed by their physician before any practice is allowed.***

All students in grades 9-12 are to have a yearly updated health/consent form returned to the health office before the end of September. This form will be included in the summer mailing, is available in the main office and is on the school website.

**Students must have a current health/consent form, ninth grade physical, and current health insurance to participate in a school sports program.**

*Please refer to CSD policy NEP/NSBA:JJIC for more information.*

All students in grades 9-12 are state mandated to have the following **immunizations**:

DPT/DT: 5 doses unless their 4th dose was given on or after the fourth birthday, then only 4 doses are required.

Polio: 4 doses unless as above at which 3 doses are required.

MMR (Measles, Mumps, Rubella): 2 doses on or after the first birthday and separated by at least a month.

Varicella: students required to have either the Varicella vaccine or have had a physician verified case of chicken pox disease.

If a parent has an opposition to the mandated immunizations for medical, sincere religious belief, moral or philosophical reasons, the school must receive a written statement each year before November 1<sup>st</sup>, in order for the student to be in the school.

Please feel free to contact the nurse's office, ext. 250, for any questions or concerns regarding your child's health or any needed assistance.

## **LIBRARY**

*Refer to Five Town CSD Policy NEPN/NSBA: IJJ*

Parents and other community members are welcome to use the library anytime during open hours. The CHRHS Library is open

to serve students, parents, and community members during the following hours:

Monday through Friday 7:00 AM – 3:30 PM

Monday through Thursday 5:00 PM - 8:00 PM (During the Adult Education semesters)

### **HORIZONS**

The Horizons Program is the CSD's program for gifted and talented students, serving individuals with demonstrated or potential exceptional abilities in intellectual, academic and artistic areas. Any student who would like to be considered for admittance to Horizon's course work should contact the Director of Horizons, ext. 128.

### **FOOD SERVICES: The Wave Café**

The Wave Café is open from 7:00am – 1:00pm and serves breakfast & lunch. Vending machines are also available with snacks & beverages. Meal Deal costs vary:

Full cost student; Breakfast - \$2.00 Lunch - \$3.00

Reduced Fee student; Breakfast - \$ .30 Lunch - \$ .40

Free student is no charge

Applications for Free or Reduced Meals are mailed home and are available in the main office. Any family that has received Free or Reduced benefits must reapply annually. Families whose financial situation changes during the school year can apply at anytime. The Wave Cafe operates a POS System that allows parents to pre-pay into their child's account, set daily spending limits, and receive a detailed purchase history. Funds can be added to an account at any time at the café registers or in the café office. Students can use their accounts to purchase any items in the café. Students who run out of funds will be allowed to charge one Meal Deal lunch (\$3.00 regular price, \$.40 reduced fee), but not Ala Carte items. **No additional credit will be extended until the student clears their account.**

### **MID-COAST SCHOOL OF TECHNOLOGY**

Mid Coast School of Technology (MCST) provides a wide variety of programs for interested students. Programs are generally available to students who have earned at least two (2) high school credits. The goal of the vocational center is to prepare students for post secondary education or training, or to enter the world of work upon graduation from high school.

Through the development of skills and good work habits, every attempt is made to make this experience as much like the “real world” as possible.

Students spend one-half of their day at the high school, completing their academic courses, and the remainder of their day at the vocational center. At MCST, students spend about 25% of their time in the classroom and 75% of their time in the shop/lab area. Except as noted, all classes are available in either the morning or afternoon session. It is recommended that students who plan to enroll in classes at MCST should visit the school before they finalize their schedule. In general, 3 high school credits are recommended for students who successfully complete programs at MCST. Programs of study are two years in length unless otherwise indicated

### **ZENITH ALTERNATIVE EDUCATION**

The Zenith Alternative Education program has been developed for students who are self directed, non-traditional learners. Students are encouraged to develop much of their study focus along with the traditional areas of study that parallel the CHRHS graduation requirements. Most Zenith students are required to spend 1/2 of the day in Zenith and 1/2 day at MCST or at CHRHS. Students must maintain a commitment to all aspects of their school program. Each student needs to develop an individual learning plan on a semester basis and work towards that goal. This plan is developed in conjunction with requirements necessary for CHRHS graduation, the Maine Learning Results, as well as the student’s individual areas of interest. Students who are interested in applying for admission should see their school counselor. Admission is based on effort, attitude, and demonstrated success in this type of school environment. The program is primarily for upper classmen, however, sophomores may apply. Interested students or parents may call the Zenith Director at 230-1058 for more information.

### **SPECIAL EDUCATION/SECTION 504**

Special Education services are available for all students who qualify. The director of this program can be reached at 236-7812 if you have any questions or concerns. Questions regarding section 504 accommodations should be directed to the school counseling department, ext. 360 or 361.

## **LOCKERS**

Students are assigned a personal locker and are responsible for that locker. Students may not write on nor use tape on any lockers. The school reserves the right to inspect any locker if necessary to maintain the integrity of the school environment and to protect other students.

## **STUDENT PARKING**

***Student parking is allowed in designated student lots only.***  
Failure to comply will result in the loss of parking privileges.

## **VISITORS**

Students who would like to bring a visitor to school must complete a visitor request form **prior to the day of visitation**. Forms are available in the main office. Visitors must register in the administrative office and wear a visitor's badge while they are in the building. Visitors will not be permitted the day before vacations or during exams. Persons who do not comply with the above will be considered to be trespassing. Visitors are expected to follow all school rules. Visitor passes may be revoked at any time at the administration's discretion.

## **WORK PERMITS**

Work permit applications may be filled out at the Superintendent's Office, at 7 Lions Lane, Camden. The permits are issued by the Department of Labor and may take as long as a week for approval. When applying for a work permit, a student must have an offer of employment and the name, address and phone number of the employer. The forms require the student's social security number, a parent/guardian signature and an original birth certificate to verify age of 15 years or over. Please contact the Superintendent's Office at 236-3358 if you have any questions.

## **F. Student Conduct and Discipline**

### **STUDENT CODE OF CONDUCT**

The School Board of the Five Town CSD is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible, and involved citizens.

To achieve this goal, Five Town CSD has established a set of expectations for student conduct. These expectations are based on the values identified by the community, staff, and students as essential to ethical and responsible behavior.

FIVE TOWN CSD Core Values:

- Respect
- Honesty
- Responsibility
- Fairness
- Kindness
- Trust

The Board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the Board recognizes the need to define unacceptable student conduct, identify the possible consequences for such conduct, and ensure that discipline is administered fairly, promptly, consistently, and confidentially. The Board also recognizes the need to develop disciplinary procedures in the context of our broad goal of creating a positive learning environment. Therefore, to the extent possible, student discipline should afford maximum opportunities for students to learn from their inappropriate behaviors.

Having considered the input of administrators, parents, students, and the community, the Board adopts this Student Code of Conduct consistent with the requirements of 20-A MRSA Section 1001(15) (adoption of Student Code of Conduct). The Code applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

*CSD Policy NEPN/NSBA code: JIC*

*Adopted 5/4/05*

### **DISCIPLINE QUICK REFERENCE GUIDE**

**Inappropriate behavior:** It is unrealistic to list all possible scenarios that will arise during the school year. The administration reserves the right to hold students accountable for their behavior. Students are expected to act in accordance with the CSD Code of Conduct. Consequences will range from loss of privileges to suspensions.

**Inappropriate language:** Inappropriate language is unacceptable and will result in detention(s). However, if directed at a staff member, it may result in suspension of up to 3 days.

**Public Displays of Affection**

1 <sup>st</sup> offense	warning
2 <sup>nd</sup> offense	parent notification
3 <sup>rd</sup> offense	detention

**Disturbing class**

1 <sup>st</sup> offense	1 detention
2 <sup>nd</sup> offense	2 detentions
3 <sup>rd</sup> offense	1 day suspension

**Skipping class**

1 <sup>st</sup> offense	1 detentions
2 <sup>nd</sup> offense	2 detentions
3 <sup>rd</sup> offense	1 day suspension

**Leaving School w/ out Permission**

1 <sup>st</sup> offense	2 detention
2 <sup>nd</sup> offense	3 detentions
3 <sup>rd</sup> offense	1 day's suspension & loss of privileges

**Skipping School**

1 <sup>st</sup> offense	3 detentions
2 <sup>nd</sup> offense	3 detentions
3 <sup>rd</sup> offense	2 day suspension

**Not Checking in at the Main Office When Late**

1 <sup>st</sup> offense	1 detentions
2 <sup>nd</sup> offense	2 detentions
3 <sup>rd</sup> offense	1 day suspension

**Dress code violation**

Administration will use a variety of methods to deal with dress code violations, including covering up inappropriate clothing, having other clothes brought to school, sending student home. Repeated violations will result in detentions & suspensions.

**Inappropriate Use of Personal Electronic Devices**

Consequences will be handled on an individual basis depending on the case, and will range from confiscation to detention/suspension.

**Student Computer / Internet Use**

Appropriate use of the computers / technology / network is expected of students at all times. Violation of the computer use policy (Policy IJNDB, IJNDB-L, IJNDB-P, IJNDB-R) will result in consequences ranging from loss of privileges to suspension.

**Driving / Vehicle violation**

Student will be subject to discipline actions ranging from detention to suspension, possible removal of driving privileges, and possible report to the police

### **Forgery**

Altering and / or Misusing Passes or Notes:

- 1<sup>st</sup> offense 1 detention
- 2<sup>nd</sup> offense 2 detentions
- 3<sup>rd</sup> offense 1 day suspension

Altering and / or forging school documentation or documentation presented to the school:

- 1<sup>st</sup> offense 1 day suspension
- 2<sup>nd</sup> offense 2 day suspension
- 3<sup>rd</sup> offense 3 day suspension

### **Vandalism**

Consequences will be handled on an individual basis and will range from detention to suspension. Students are responsible for full restitution for labor and materials, as the law allows. Acts of vandalism may result in criminal charges. *policy JICB*

- Theft**
- 1<sup>st</sup> offense 2 days suspension & full restitution by the student for stolen item(s).
  - 2<sup>nd</sup> offense 3 days suspension & full restitution by the student for stolen item(s).

**Fighting** Students who are engaged in or provoke a fight.

- 1<sup>st</sup> offense 3 – 5 day suspension.
- 2<sup>nd</sup> offense 5 – 10 day suspension.
- 3<sup>rd</sup> offense 10 day suspension/possible expulsion

### **Assault**

Any physical contact that rises to the level of assault will be subject to suspension up to 10 days and possible expulsion.

### **Harassment/Bullying**

- 1<sup>st</sup> offense 3 – 5 day suspension.
- 2<sup>nd</sup> offense 5 – 10 day suspension.
- 3<sup>rd</sup> offense 10 day suspension/possible expulsion.

### **Insubordination**

Consequences will be handled on an individual basis depending on the case, and will range from detention to suspension.

### **Possession and/or Use of Chemical Substances**

- 1<sup>st</sup> offense 3 – 5 days suspension, referral to Child Find.
- 2<sup>nd</sup> offense 3 - 5 days suspension, referral to Child Find, evaluation by licensed substance abuse counselor or participation in smoking cessation program.
- 3<sup>rd</sup> offense Suspension pending an expulsion hearing.

*For full Misuse of Chemical Substance policy see policy JIC*

### **Selling and/or Furnishing Chemical Substances**

- Any offense Suspension pending expulsion hearing, referral to Child Find.

## **DISCIPLINARY PROCEDURES**

**Detentions:** *Please refer to Five Town CSD Policy NEPN/NSBA Code: JKB*

A student who has been assigned a detention has the option waiting one day before serving the detention. After that, a student is expected to report to detention on consecutive days

until the detention has been completed. Students who fail to serve a detention without prior office approval or are late to detention will be assigned an additional penalty. Students who repeatedly fail to serve assigned detentions will be suspended for insubordination. Students who fail to serve the owed detention following suspension will be subject to an additional 2 day suspension.

**Questioning/ Searches of Students:** The School Board seeks to maintain a safe and orderly environment in the schools. The principal/designee is authorized to question and/or search students in accordance with board policy JIH.

**Student Ethics and Peer Mediation:**

This group heightens awareness and understanding of ethical issues within the school, and resolves student conflicts through peer mediations. They also promote ethical decision-making in the school and community by leading the school through the process of developing and maintaining the Code of Ethics:

**Respect, Responsibility, Integrity, Compassion, Honesty.** Students are referred to Peer Mediation by the administrators.

**Suspension:** When a student is suspended from high school, he/she is denied:

1. access to the school;
2. access to attendance at school events; and
3. participation in extra-curricular activities.

Students are expected to get assignments and keep up with their schoolwork during the time missed. All suspensions occurring in the last ten days of the school year shall be served immediately and any portion of such suspension that runs beyond the closing date of school shall be served in the following school year.

### **Release of Student Names to State Department of Education**

CHRHS is required by law to submit the names of students who commit "incidents of prohibited behavior" to the State Dept. of Education (DOE) through the MEDMS Safe and Drug Free Schools (SDFS) Module. Students who demonstrate the following behaviors will, in addition to receiving disciplinary

consequences outlined by CHRHS policies, be reported by name to the State Department of Education.

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| 1. Aggravated Assault              | 21. Larceny / Theft               |
| 2. Alcohol-Related                 | 22. Marijuana-Related             |
| 3. Arson                           | 23. Motor Vehicle Theft           |
| 4. Assault With Firearm            | 24. Other Drug-Related            |
| 5. Assault With Other Weapon       | 25. Physical Attack               |
| 6. Battery                         | 26. Possession of a Firearm       |
| 7. Bomb Threat                     | 27. Possession of Other Weapon    |
| 8. Bomb-Related                    | 28. Robbery                       |
| 9. Bullying / Injurious Hazing     | 29. Sale or Transfer of a Weapon  |
| 10. Burglary / Breaking & Entering | 30. Sexual Battery                |
| 11. Disorderly Conduct             | 31. Sexual Offense (non-forcible) |
| 12. Extortion                      | 32. Simple Assault                |
| 13. Fighting                       | 33. Stolen Property               |
| 14. Fireworks                      | 34. Threat / intimidation         |
| 15. Gang Fight                     | 35. Tobacco-Related               |
| 16. Harassment: Sexual             | 36. Trespassing                   |
| 17. Harassment: Other              | 37. Truancy                       |
| 18. Hate Crime/Bias                | 38. Vandalism (criminal mischief) |
| 19. Homicide                       | 39. Other School Code Violation   |
| 20. Kidnapping                     |                                   |

*The MEDMS Safe and Drug Free School Module includes students' names because this student level data is needed to create the aggregated demographic and program data reports requested by the federal Office of Substance Abuse, and the US Department of Education, including the US DOE Office of Special Education Programs (OSEP) which requests the number of special education students that received suspensions of a certain length of time and requires targeted technical assistance under the SPP. 20 USCS § 1416. The Family Rights and Privacy Act (FERPA) allows local educational agencies (LEAs) to disclose personally identifiable information to the State educational agency in connection with "an audit or evaluation of Federal or State supported education programs or for the enforcement of or compliance with Federal legal requirements which relate to those programs." 34 C.F.R. 99.35. Please go to National Center for Educational Statistics (NCES) website if you have questions about how the data is collected and reported. <http://nces.ed.gov/pubs2002/safety/index.asp> ; please see Chapter 3 on reporting data (to the public) and Chapter 4 on collecting data (from the SAUs). Please contact Bill Hurwitch ([bill.hurwitch@maine.gov](mailto:bill.hurwitch@maine.gov)) here at the DOE if you have any questions about the security measures that are in place at the local level. Please contact Dana Duncan ([dana.duncan@maine.gov](mailto:dana.duncan@maine.gov)) if you have any questions about what special education data is on the SPP Report Card.*

## **CARE OF SCHOOL PROPERTY BY STUDENTS**

Textbooks, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Students will be billed for the replacement costs of such materials. If reimbursement is not forthcoming within a reasonable time:

1. Damage to school property may be recovered in a civil action to obtain the permitted "double the damage;" or
2. Costs of lost, destroyed or damaged school books and instructional equipment may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent.
3. Disciplinary action may be taken when appropriate, in accordance with Policy JK-Student Discipline.
4. Acts of vandalism may result in criminal charges.

The Superintendent shall see that students and parents are notified annually of their responsibilities under this policy.

*CSD Policy NEPN/NSBA Code: JICB*

*Adopted: 1-07-04*

## **PERSONAL ELECTRONIC DEVICES**

Laptop Computers, cell phones, pagers, personal music players and other personal electronic devices must be turned off during class and assemblies, unless such devices are being used for instructional purposes. Electronic devices may not be used in a way that threatens, humiliates, harasses, or intimidates students, employees or visitors, or with the intention of disrupting the electronic communication of another. Devices with recording capability may not be used to record without the intended subject's knowledge and permission, nor can they be used to view or forward any material that could be considered pornographic, lewd or inappropriate. Consequences for failing to comply with these rules will be handled on an individual basis depending on the case, and will range from confiscation to detention, suspension or expulsion.

## **DEBTS**

Students are expected to return all books and course materials, and pay all library fees by the last day of school. Failure to comply will result in the withholding of books and materials in the next school year. Seniors will not receive a diploma until all outstanding debts have been paid. Please note that any fees incurred by CHRHS for checks issued to the school will be passed along to the issuer of the check.

## **DRESS CODE**

The following dress code applies to all school activities and events unless the administration makes allowances for events such as Spirit Week. The school administration shall retain the final authority in determining what is acceptable or not.

### **The following clothing and attire are inappropriate:**

1. Bare feet.
2. Jewelry or other types of adornments that may pose a safety hazard. (e.g. spiked collars or cuffs, pointed or jagged necklaces, and any type of metal that covers hands or fists, etc.)
3. Clothing that advertises, displays, or promotes alcohol, drugs or drug related activities, illegal acts, racist sentiments, harassment of any type, indecent writing, pictures or symbols, sexuality or sexual innuendoes including language with double meanings, and other clothing, attire, messages, pictures, or symbols that are disruptive to the school's educational environment.
4. Any type of headwear: caps, hats, bandannas, headbands, hoods, or other types of headgear that may be construed as gang related are not to be worn in the classroom. Other headwear is allowed in the classroom at the discretion of the teacher.
5. Revealing clothing, such as clothes that by design, or because of holes or tears, reveal bust, cleavage, stomach, sides, backs, bottoms or underwear when either standing or sitting; extremely tight clothing or garments shorter than mid-thigh.
6. Gang related items. *Revised 2006*

## **HARASSMENT/ AFFIRMATIVE ACTION**

*Please refer to Five Town CSD Policy NEPN/NSBA, Code: AC*

Harassment of any kind will not be tolerated, and will be dealt with by the district's Affirmative Action Officer in cooperation with the administration. (Please see the civil rights brochure that is distributed to all students; *be part of the solution: Stop Harassment*).

Please contact the Assistant Superintendent, Affirmative Actions Officer, at the Office of the Superintendent, 7 Lions Lane, Camden, ME 04843, 236-3358, if you have any complaints concerning discrimination or harassment.

## **HAZING**

Hazing is defined as any physical, mental, emotional or psychological act which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may compromise his or her dignity as a person.

Camden Hills Regional High School is committed to providing a safe learning environment for all student activity participants, coaches/advisors and supporters, and is unequivocally opposed to hazing or any situation that intentionally produces mental or physical discomfort, embarrassment, harassment, or ridicule to any person.

Hazing incidents will be investigated promptly and in a manner that protects the rights of the persons filing the complaint, the persons complained against, and the school. Students who participate in such actions will be subject to disciplinary action.

*Reference Maine Statutes 6553 and 10004, and Five Town CSD Policy ACAD*

### **LASER POINTERS**

Laser pointers are not to be brought to school or to any school sponsored events, and will be confiscated if they are found. The student will not be readmitted to school until parents have been notified.

### **PASSES**

Students are expected to obtain written passes from staff members when they are outside of their classroom. Freshman and sophomore students are required to use the passes that are in the back of this handbook. The main office must approve student visits to the parking lot.

### **BUS STUDENTS ARRIVAL AND DEPARTURE**

Bus students should come immediately into the school from their bus in the morning.

Bus Students should wait for their afternoon bus either in the building or in the bus loop area.

### **BUS CONDUCT**

*(Daily Transportation of Students to and from School)*

The District shall require students to conduct themselves on the bus in a manner consistent with established standards for school behavior.

The parent/guardian is responsible for the supervision of the student until such time as the student boards the bus in the morning. Once a student boards the bus he/she becomes the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

When a student does not conduct him/herself properly on a bus, the misconduct shall be specified in writing and signed by the bus driver and transportation director. If in view of the building principal the behavior is serious enough to warrant more significant consequences than those listed below, the building principal may impose those consequences in a manner consistent with general school discipline procedures up to and including possible suspension from school.

On the first offense in a school year the principal or designee will meet with the student; a written record will be retained. The principal or designee then will contact the parent/guardian about the problem.

On a second offense within the same school year, the student will be suspended from school buses for one week. Within that week, a conference will be held by the principal or designee with the student and parent/guardian, and transportation director as needed; the goal of this conference is to design a plan to help the student improve his/her behavior to the level of acceptable bus conduct. A written record of the conference and plan will be retained. In this instance of suspension (and in the ones that follow below) the student's parent/guardian becomes responsible for seeing that the gets safely to and from school. The principal shall immediately inform the special education director when a special education student is suspended.

On a third offense within the same school year, the student will be suspended from school buses for two weeks. Within that period of time, the Superintendent or the Assistant Superintendent will hold a conference, with the principal or designee, the student and parent/guardian and transportation director as needed. A written record of the conference will be retained. The principal shall immediately inform the special education director when a special education student is suspended.

On the fourth offense within the same school year, the student will be suspended from school buses for the rest of the school year. The parent/guardian may appeal to the Superintendent.

*CSD Policy NEPN/NSBA Code: EEAEC*

*Adopted: 02-04-04*

### **WASHINGTON TRIP**

The Five Town CSD School District is fortunate to have the Bisbee Washington Trust available to allow students who have successfully completed their third year of high school to participate in a school sponsored trip to Washington DC. Participation in the Washington Trip is considered a privilege and students who choose to participate will be held to a higher level of responsibility. The trip is offered at no cost to students other than daily personal expenses. Eligibility to participate in the trip requires the following:

1. Attendance at all Washington Trip organizational meetings unless an acceptable written excuse has previously been submitted by the parent/guardian to the administrative office. Students and Parent/Guardians who are excused from meetings must meet with the Trip Coordinator at the Coordinator's convenience and will still be held accountable to the rules and procedures set forth in the meetings.
2. A completed registration by the stated deadline, unless an alternative deadline has been pre-arranged.
3. In order to enhance the safety and well being of the group, the following behaviors will result in a student's exclusion from the Washington Trip.
  - a. A single disciplinary infraction during the student's third year that results in a suspension of more than three days.
  - b. Multiple suspensions during the student's third year that accumulate to four or more days or an expulsion from school.
  - c. Any conduct or situation during the student's third year, regardless of disciplinary consequences, in which the student brings discredit upon himself/ herself, or behaves inappropriately in such a way that is judged as a risk or a liability by the Building Administrator/designee. Such behavior includes, but is not limited to, use or possession of illegal substance, drinking, fighting, stealing, vandalism, or harassment, regardless of whether the behavior occurs in the school

or community.

d. Failure to participate in all pre-trip activities.

### **SPECIAL EDUCATION STUDENTS AND THE WASHINGTON TRIP**

Some students with disabilities are not prepared to navigate the demands of the Washington Trip at the conclusion of their third year. Following is a procedure to assess student readiness and determine supports necessary for meaningful involvement.

1. Prior to the conclusion of each school year, the Special Education Department Chair and Special Education case managers will review the list of second year Special Education students. They will identify those students who require a focused conversation about the timing of Washington Trip participation and supports necessary for meaningful involvement.
2. During the fall of identified students' third year, individual informal meetings will be held to discuss each student's readiness to participate in the Washington Trip. Teams will consist of the student's case managers, school personnel who work directly with the student, and the student's parent(s) or guardian(s). If parent(s)/guardian(s) cannot attend the meeting, their input will be sought outside of the meeting and considered in the decision-making process.
3. The convened team will make a decision regarding the student's readiness to participate in the Washington Trip and any necessary supports if the student is considered capable of meaningful participation.
4. The Special Education Department chair will communicate the outcome of each individual meeting with the Washington Trip Supervisor.

Cross Reference: JICH Misuse of Chemical Substances by High School Students

*CSD Policy NEPN/NSBACode:IJOA-A, Adopted 9-6-06, Revised 6-3-09*

## **G. Five Town CSD Policies**

### **NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

Discrimination against and harassment of school employees and/or students because of race, color, gender, gender identity, sexual orientation, religion, ancestry or national origin, age, or disability are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all individuals having access/rights to school premises and activities. The Five Town CSD Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will have direct access to the Superintendent.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

Five Town CSD will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for Five Town CSD to subscribe to all applicable federal and state laws pertaining to contract compliance.

*CSD Policy NEPN/NSBA code: AC*

*Adopted: 6/4/03*

### **HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS**

The Board recognizes the right of each student to attend school in an atmosphere that is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, students are not to engage in harassment of other students.

Harassment of students because of race, color, gender, gender identity, sexual orientation, religion, ancestry or national origin, disability or sexual orientation is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment:

1. Unwelcome sexual advances, gestures, comments, or contact
2. Threats
3. Offensive jokes
4. Ridicule, slurs, derogatory action, or remarks.

Students should be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or inappropriate. Students who believe that they are victims of harassment should report such occurrences to the Building Administrator, Guidance Counselor or Affirmative Action Officer.

In the event that an allegation of harassment, physical and/or sexual abuse is made against a student by any other student, the procedure in Level I of Policy ACAA-R, Student Grievance Procedure on Harassment will be followed.

*CSD Policy NEPN/NSBA code: ACAA*

*Adopted: 12-05-01*

### **STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE**

It is the intent of this procedure that all complaints of harassment be handled thoroughly, discretely and promptly. Five Town CSD will provide information for students on harassment and how to recognize and deal with it.

**Level I Procedure**

For any alleged harassment that occurs on school property or at a school function, a student should file a complaint (orally or in writing) with his/her Building Administrator, Guidance Counselor, or the Affirmative Action Officer. Students are encouraged to discuss the incident with their parents or another trusted adult and involve them in the resolution process.

The Building Administrator, Guidance Counselor, or the Affirmative Action Officer shall seek to resolve the issue between the two parties. Written records shall be made by the party investigating the complaint. These records shall be kept in the Affirmative Action Office. Such an attempt at a resolution shall not take longer than ten (10) school/work days.

The complaint should be filed within sixty (60) calendar days from the date of the incident. The Affirmative Action Officer, Building Administrator or Guidance Counselor shall advise the person who has felt harassed of the various options available to the person. Students shall also be advised that they may report any incident of harassment directly to the Maine Human Rights Commission and/or the Office for Civil Rights.

**Level II Procedure**

If the accuser or the alleged harasser is not satisfied with the resolution of the issues in Level I above or, if the accuser chooses to bypass Level I, a complaint, in writing, shall be made to the Affirmative Action Officer or the Building Administrator. This complaint should be filed within ninety (90) calendar days of the date of the incident. The Building Administrator or the Affirmative Action Officer will immediately investigate the complaint and make a formal report of findings to both parties, in writing, including any disciplinary actions to be taken within a maximum of ten (10) school/work days.

1. The Building Administrator and/or the Affirmative Action Officer will make a written record of each case. These records shall be kept in the Affirmative Action Office.

2. The Affirmative Action Officer will monitor the individuals involved to be sure there are no reprisals.

**Level III Procedure**

If the student or the alleged harasser is not satisfied with the result of the findings by the Building Administrator and the Affirmative Action Officer in Level II above, a written appeal may be made within a maximum of ten (10) school/work days to the Superintendent by either party. The Superintendent will investigate and respond in writing within a maximum of ten (10) school/work days.

**Level IV Procedure**

If the student or the alleged harasser is not satisfied with the result of the findings by the Superintendent in Level III above, a written appeal may be made within a maximum of ten (10) school/work days to the School Board by either party. The School Board will hear the complaint in executive session not more than ten (10) school days from the date of

the appeal. The School Board will render its findings in writing not more than ten (10) school/work days from the hearing date.

The procedures listed above do not deny the right of any student to pursue other avenues of recourse for his/her complaint. A student may go directly to the Human Rights Commission and/or the Office for Civil Rights at any time. These addresses and telephone numbers are also posted in the Guidance Office, the Principal's Office and the Affirmative Action Office.

**Affirmative Action Officer**

Patricia Hopkins, Superintendent  
7 Lion Lane  
PO Box 1267  
Camden, ME 04843  
207 236-3358

**Maine Human Rights Commission**

State House Station #51  
Augusta, ME 04333  
207 624 -6051

**Office of Civil Rights**

Regional Director  
US Dept of Education  
S. W. McCormack POCH, Rm 222  
Boston, MA 02109-4557  
617-223-9622

*CSD Policy NEPN/NSBA code: ACAA-R*

*Adopted 12-05-01*

**HAZING**

Maine Law (20-A MRSA § 6553) defines injurious hazing as "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school."

The Five Town CSD is committed to providing a safe learning environment for all student activity participants, coaches/advisors and supporters, and is unequivocally opposed to hazing activities of any kind. Examples of hazing include, but are not limited to, any activities involving participants in school co-curricular or athletic programs intended as an "initiation," "rite of passage" or "test" of participants, such as a dare or an order to perform a humiliating, dangerous or illegal act, or any other conduct that has the effect of intimidating, degrading, or physically or psychologically harming the participants, whether or not participation in the activity was voluntary or involuntary.

Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with the Five Town CSD and/or representing Camden Hills Regional High School, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, coach, or other employee of the Five Town CSD shall encourage, permit, condone, nor tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, nor engage in injurious hazing activities.

Persons not associated with the Five Town CSD who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, coaches, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measure. In the case of an organization affiliated with the Five Town CSD that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with Five Town CSD. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

Hazing incidents will be investigated promptly and in a manner that protects the rights of the persons filing the complaint, the persons complained against, and the District. The administration will notify appropriate law enforcement authorities if it appears that any criminal laws have been violated.

Building administration shall administer this policy in consultation with the Superintendent. In the event that an individual or organization disagrees with an action – or lack of action – on the part of the administration in carrying out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

A copy of this policy shall be included in all student and employee handbooks, disseminated to parents via school communications, and reviewed at applicable student/parent meetings.

Legal Reference: 20-A MRSA § 6553

Cross Reference: ACAA Harassment & Sexual Harassment of Students

ACAB Harassment & Sexual Harassment of Employees

JICIA Weapons, Violence and School Safety

JK Student Discipline

Reference: [www.stophazing.org](http://www.stophazing.org)

CSD policy NEPN/NSBA code: ACAD, Adopted: 1-5-00, Revised June 2009

### **TOBACCO USE AND POSSESSION**

In order to promote the health, welfare and safety of students, staff and visitors and to promote the cleanliness of the Five Town CSD facilities, the Board prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons are also strictly prohibited, under law and Board policy, from selling, distributing or in any way dispensing tobacco products to students.

CSD policy NEPN/NSBA code: ADC Adopted 2-2-2000, Revised 4-2-08

### **BOMB THREATS**

The Board recognizes that bomb threats are a significant concern to the school. Whether real and carried out or intended as a prank or for some

other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

#### **A. Conduct Prohibited**

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

#### **B. Definitions**

1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.

2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.

3. A "bomb threat" is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.

4. "School premises" means any school property and any location where any school activities may take place.

#### **C. Development of Bomb Threat Procedures**

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety );

2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);

3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school unit's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

#### **D. Reporting of Bomb Threats**

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

#### **E. Student Disciplinary Consequences**

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution.

Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A § 1001 (9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

**F. Aiding Other Students in Making Bomb Threats**

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

**G. Failure to Report a Bomb Threat**

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

**H. Staff Disciplinary Consequences**

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

**I. Civil Liability**

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

**J. Lost Instructional Time**

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate (or: practicable) opportunity, as determined by the Superintendent within parameters set by the Board. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

**K. Notification Through Student Handbook**

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

*CSD policy NEPN/NSBA code: EBCC*

*Adopted: 11/6/02*

**SAFETY / FIRE DRILLS**

Safety / Fire Drills are scheduled to ensure that the school may be evacuated in an orderly, organized and secure manner.

**Safety / Fire Drills:** The high school will conduct two (2) Safety / Fire Drills within the first two (2) weeks of school. The high school will conduct one (1) Safety / Fire Drill during the week of Fire Prevention Week - the 1st week of October. The high school will conduct an additional three (3) Safety / Fire Drills during the school year.

**Fire Alarm Systems:** The high school will conduct Fire Alarm System tests monthly, and inspections annually.

**Evacuation plans are posted by the door in each room. Staff are trained annually in emergency and evacuation plans. Emergency plans are available in the principal's office and at the Office of the Superintendent.**

*CSD Policy NEPN/NSBA Code: EBCB*

### **THE USE OF CLOSED CIRCUIT CAMERAS**

The Five Town CSD School Board authorizes the use of closed circuit cameras at the Physical Plant as part of an approach to protecting the safety and security of students, staff, public and their property. The School Board recognizes that it must balance the rights of privacy of students, staff, and public where appropriate with its duty to provide a safe site for learning and to safeguard the Five Town CSD facilities and equipment. The use of closed circuit cameras will be used in a way that respect individuals' privacy as required by applicable law. Inside the facilities, cameras will be used passively. Outside the facilities, cameras will be used actively. The Board retains the ability to authorize active use of the cameras should it be deemed necessary.

#### **Procedures for the Use of Closed Circuit Cameras**

##### Student records:

1. Five Town CSD will comply with provisions of federal and state law regarding student records requirements as applicable in the Five Town CSD's active or passive use of closed circuit or recordings. Recordings considered for retention, as part of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.

2. Annual notification will be provided to students and parents that closed circuit cameras are operational.

##### Storage/Security:

1. All recordings will be stored and secured to insure confidentiality.

2. Recordings held for review of non criminal incidents will be maintained in their original form pending resolution. The recordings will either be released for erasure or retained as necessary as part of the student's behavioral record in accordance with established, Five Town CSD procedures.

##### Viewing:

1. Cameras located inside the facilities: Inside cameras can be checked daily to insure that they are in proper working order. Recordings can only be viewed by school officials if there has been an incident or threat to student(s), staff or building and only from a camera in the area pertinent to the investigation. Recordings that are not needed for an ongoing investigation must be erased on a regular basis.

Actual viewing will be permitted at District sites including school buildings and central administrative offices.

Recordings will remain the property of Five Town CSD and may be produced and/or reproduced only in accordance with law and the approval of the Superintendent of Schools.

A written log will be maintained of those viewing recordings including the date of viewing, reasons for viewing, date recording was made, and camera location as defined below.

2. Cameras located outside the facilities:

Outside cameras can be viewed at any time by a school administrator. Recordings that are not needed for an ongoing investigation must be erased on a regular basis.

Actual viewing will be permitted at District sites including school buildings and central administrative offices.

Recordings will remain the property of Five Town CSD and may be produced and/or reproduced only in accordance with law and the approval of the Superintendent of Schools.

3. Crisis Response

When the crisis response plan is implemented, the Superintendent of Schools (designee) may grant permission to emergency personnel (e.g., Law Enforcement, Firemen, Medical Personnel) to actively view any or all closed circuit cameras, in or outside the school at facilities other than district sites.

Viewing requests:

1. Request for viewing recordings will be limited to the appropriate school administrator, parent/guardian or eligible student (18 years or older) or Law Enforcement or others as deemed appropriate by the principal, principal's designee or Superintendent.

2. Request for viewing may be made to the School principal, principal's designee, or superintendent within five days of the date recorded.

3. Requests for viewing will be limited to those parent/guardians, students, and Five Town CSD officials with a direct interest in the proceedings as deemed appropriate by the principal, principal's designee, or superintendent. Approval/denial for viewing will be made within three school days of receipt of the request.

4. Recordings will be made available for viewing within two school days of the request approval.

5. Only the portion of the recording concerning a specific incident will be made available for viewing by an approved reviewee.

Signage: The Five Town CSD will strategically locate signage informing students, staff, and public of the existence of the closed circuit cameras.

*CSD policy NEPN/NSBA code: ECAF*

*Adopted 5/3/06*

**NOTICE TO STUDENTS AND PARENTS REGARDING THE USE OF  
CLOSED CIRCUIT CAMERAS TO CREATE A MORE SAFE AND  
SECURE CAMPUS**

The Five Town CSD has installed digital recording equipment on the exterior of the physical plant to monitor the parking lots and will be recording 24 hours a day 7 days a week.

Digital recordings will be reviewed when deemed appropriate and may be considered evidence of misconduct. Persons found to be in violation of Five Town CSD's conduct rules will be notified and disciplinary action will be initiated in accordance with Five Town CSD policy. Students found to be violating laws of the State of Maine will be referred to School Resource Officer for prosecution.

Digital Recordings will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply:

1. Digital recordings will remain the property of Five Town CSD and in the custody of the appropriate school district administrator.
2. Parents or students who wish to view a digital log in response to disciplinary action taken against a student may request such access under the procedures outlined in the Security Camera policy.
3. Persons unrelated to a disciplinary incident will not be permitted to view digital Logs.

*CSD policy NEPN/NSBA code: ECAF-E*

*Adopted 12/4/2002*

## **INTEGRATED PEST MANAGEMENT (IPM)**

### **Pest Control**

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and—as a last resort—pesticides. This holistic approach is often called Integrated Pest Management (IPM)

### **Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

**Your Right to Know.** Parents, legal guardians, and school staff may request prior notification of specific pesticide applications made at the school.

To receive notification, you must be placed on the notification registry. Notification will be given at least two days before planned pesticide applications. Pesticide application notices will be posted in school and

on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk exposure to children or staff.

The school also keeps records of prior-pesticide applications and information about the pesticides used. You may review these records as well as a copy of the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting the school's IPM coordinator at 236-7800 ext. 265.

If you would like to be placed on this registry, please contact the main office at 236-7800.

If you have any questions, please contact the Director of Facilities. For further information about pests, pesticides and your right to know, call the board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

### **PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS**

The Five Town CSD Board recognizes that structural and landscape pests can pose significant problems for people and school unit property, but that use of some pesticides may also pose health and safety risks to people, property and the environment. It is therefore the policy of [school unit] to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests.

For the purpose of this policy, "pests" are populations of living organisms (animals, plants or microorganisms) that interfere with use of school facilities and grounds. "Pesticide" is defined as any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pests and any substance or mixture of substances intended for use as a plant regulator, defoliant or desiccant.

The objective of the school unit's IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others. These goals will be addressed by the establishment of a Pest Management Plan.

The Superintendent and/or designee shall develop and implement a Pest Management Plan consistent with the following IPM principles and procedures:

#### **A. Appointment of an IPM Coordinator**

The Superintendent/designee will appoint an IPM Coordinator for the school unit. The IPM Coordinator will be the primary contact for pest control matters and will be responsible for overseeing the implementation of the IPM plan, including making pest control decisions. The IPM Coordinator's responsibilities may include:

1. Recording and monitoring data and pest sightings by school staff and students;

2. Meeting with pesticide applicators to share information about pest problems in school buildings and on school grounds;
3. Recording and ensuring that maintenance and sanitation recommendations are carried out where feasible;
4. Ensuring that any pesticide use is done according to the school unit's Pest Management Plan;
5. Evaluating the school unit's (or school's) progress in implementing the IPM plan;
6. Coordinating notification of parents and staff of pesticide applications according to the school unit's notification procedure; and
7. Recording all pesticides used by either a professional applicator or school staff as a means to track compliance with the school unit's IPM policy.

**B. Identification of Specific Pest Thresholds**

Routine inspection and accurate identification of pests are needed to recognize potential problems and determine when action should be taken. An "action threshold" should be determined by the IPM Coordinator, reflecting the pest control objective for each site. As pest management objectives will differ from site to site (e.g. maintaining healthy turf and specific playing surfaces on athletic fields, carpenter ant control in buildings, maintenance of ornamental plants), differences should be considered before setting an action threshold.

**C. Pesticide Applicators**

Any person who applies pesticides in school buildings or on school grounds must possess a Maine pesticide applicators license and should be trained in the principles and practices of IPM. All pesticide use must be approved by the school unit's IPM Coordinator. Applicators must follow state regulations and label precautions and must comply with the IPM policy and pest management plan.

**D. Selection, Use and Storage of Pesticides**

Pesticides should be used only when needed. Non-chemical pest management methods will be implemented whenever possible to provide the desired control. The choice of using a pesticide will be based on a review of other available options (sanitation, exclusion, mechanical means, trapping, biological control) and a determination that these options have not worked or are not feasible. When it has been determined that a pesticide must be used to achieve pest management goals, the least hazardous effective pesticide should be selected.

Decisions concerning the particular pesticide to be used and the timing of pesticide application should take into consideration the use of the buildings or grounds to be treated.

Pesticide purchases should be limited to the amount expected to be used for a specific application or during the year. Pesticides will be stored and disposed of in accordance with label directions and state and federal regulations. Pesticides must be stored in an appropriate, secured location not accessible to students or unauthorized personnel.

**E. Notification of Students, Staff and Parents of Use of Pesticides**

A notice will be provided to staff, students and parents at the

beginning of the school year briefly explaining the school unit's pesticide use policy and indicating that pesticides may be used both indoors or outdoors, as needed. The District will maintain a notification registry whereby person wishing notification of each application performed inside a school building or on school grounds may make a written request to be put on the registry list to receive notice whenever pesticide applications are performed.

**F. Recordkeeping**

In order to keep track of pesticide use and locate problem areas in buildings and on school grounds, records of pesticide use will be maintained for three years. Records are to be completed on the day the pesticide is applied. Pest surveillance records should be maintained to verify the need for pesticide treatments.

*CSD policy NEPN/NSBA code: ECB*

*Adopted: 3/10/03*

**STUDENT COMPUTER and INTERNET USE**

The Five Town CSD provides computers, networks and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students whether in use at school or off school premises. The Board believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Student use of school computers, networks and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules (IJNDB-R). Students who violate these policies may have their computer privileges limited, suspended or revoked and may also be subject to further discipline, referral to law enforcement and/or legal action.

All Five Town CSD computers remain under the control, custody and supervision of Five Town CSD at all times. Five Town CSD reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

The District utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. While reasonable precautions will be taken to supervise student use of the Internet, The Five Town CSD cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of Board policies and school rules. The Five Town CSD is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the District website and/or other means selected by the Superintendent.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policies rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of Five Town CSD's computer system as long as they are consistent with the Board's policies/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

*CSD policy NEPN/NSBA code: IJNDB*

*Adopted 12/7/05*

### **STUDENT COMPUTER and INTERNET USE RULES**

These rules implement Board policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving school unit computers, networks and Internet services, and for his/her computer files, passwords and accounts. The rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policy IJNDB and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Director of Instructional Technology.

#### **A. Consequences for Violation of Computer Use Policy and Rules**

Student use of Five Town CSD computers, networks and Internet services is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

#### **B. Acceptable Use**

Student access to Five Town CSD's computers, networks and Internet services are provided for educational purposes, research, and incidental personal use consistent with Five Town CSD's educational mission, curriculum and instructional goals. Incidental personal use of school computers is permitted as long as such use does not interfere with the student performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual for occasional personal communications.

All Board policies, school rules and expectations concerning student conduct and communications apply when students are using

computers. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervisory staff member/volunteer when accessing Five Town CSD's computers, networks and Internet services.

### **C. Prohibited Use**

The user is responsible for his/her actions and activities involving Five Town CSD's computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials** -Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
2. **Illegal Activities** -Using Five Town CSD's computers, networks and Internet services for any illegal activity or activity in violation of any other Board policies, procedures and/or school rules. The District assumes no responsibility for illegal activities of students while using school computers.
3. **Violating Copyrights** Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission (see Board policy/procedure EGAD – Copyright Compliance). The school unit assumes no responsibility for copyright violations by students.
4. **Copying Software** Copying or downloading software without the express authorization of the Director of Instructional Technology. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The District assumes no responsibility for illegal software copying by students.
5. **Plagiarism**- Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and website must be identified.
6. **Non-School-Related Uses** -Using Five Town CSD's computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or any other personal use not connected with the educational program or assignments.
7. **Misuse of Passwords/Unauthorized Access** -Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.
8. **Malicious Use/Vandalism** -Any malicious use, disruption or harm to Five Town CSD's computers, networks and Internet services, including, but not limited to, hacking activities and creation/uploading of computer viruses.

**9. Unauthorized Access to Blogs/Chat Rooms/News Groups -**

Accessing chat rooms or blogs/news groups without specific authorization from the supervising teacher.

**D. No Expectation of Privacy**

Five Town CSD retains control, custody and supervision of all computers, networks and Internet services owned or leased by Five Town CSD. Five Town CSD reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files and Internet access logs.

**E. Compensation for Losses, Costs and/or Damages**

The student and/or the student's parent/guardian shall be responsible for compensating Five Town CSD for any losses, costs or damages incurred by Five Town CSD related to violations of policy IJNDB and/or these rules, including investigation of violations. The District assumes no responsibility for any unauthorized charges or costs incurred by a student while using District computers.

**F. Student Security**

A student shall not reveal his/her full name, address or telephone number, social security number or other personal information on the Internet without prior permission from a supervising teacher and written parental permission. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

**G. System Security**

The security of Five Town CSD's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the Director of Instructional Technology. The user shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

**H. Additional Rules for MLTI Laptops**

Laptops are an educational tool and are only authorized for use in completing school assignments.

Students are responsible for the proper care of laptops including costs associated with repairing or replacing the laptop.

The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.

Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in disciplinary action.

The laptop may only be used by the student to whom it is assigned.

Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

*Cross Reference: IJNDB – Student Computer and Internet Use*

*CSD policy NEPN/NSBA code: IJNDBR Adopted 12/7/05*

### **SCHOOL PROVIDED LAPTOP USE**

#### **(MLTI MacBook)**

The Maine Learning Technology Initiative (MLTI) was instituted by the State of Maine to provide one-to-one computer access for all high school students and teachers. In addition, the intent of the initiative is to provide access to this technology at home as well as at school. The focus of MLTI is teaching and learning.

The Apple MacBook (laptop), its carrying case, and its charger are the property of the State of Maine and are registered to Camden Hills Regional High School. They are assigned to the student and his/her family and MUST be returned undamaged at the end of the school year. Students transferring or exiting Camden Hills Regional High School are expected to turn in their laptop, charger, and case immediately.

The use of a laptop at school/home is a privilege, not a right. This privilege can be revoked for inappropriate use, neglectful treatment, or deliberate mistreatment of a laptop and the accessories listed in the paragraph above.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to this policy. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the Five Town CSD School Provided Laptop usage as long as they are consistent with the Board's policy. The Superintendent may delegate specific responsibilities to building administrators and others as he/she deems appropriate.

Cross Reference:

INJDB Student Computer & Internet Use

INJDB-R Student Computer & Internet Use Procedures

INJDB-P School Provided Laptop Use Policy Procedures

*CSD Policy NEPN/NSBA Code: INJDB-L, First Reading June 3, 2009*

### **SCHOOL PROVIDED LAPTOP USE PROCEDURE**

#### **(MLTI Apple MacBook)**

These rules implement Board policy IJNDB-L School Provided Laptop Use. Failure to comply with board policy IJNDB-L and these procedures may result in loss of Apple MacBook (laptop) privileges, disciplinary action and/or legal action.

#### **Procedures**

- In order to be assigned a MacBook, parents/guardians and students must read, sign and return the MLTI informational documents. In addition, students must attend a MLTI orientation meeting.

- All students must comply with the Five Town CSD Computer Use Policies as identified below.
- Failure to comply with the Five Town CSD School Provided Laptop Use Policy will result in laptop privileges being revoked for a period of time to be determined by the building administrators.
- Laptops must remain in their cases except when in use or when being charged. (Charging the laptops in the case can result in damage from overheating.)
- When the laptops, cases, and chargers are issued to students and parents/guardians, they are responsible for the equipment. Students must take care of the laptops in a way that minimizes the chance of accident. Laptops, cases, and chargers should be kept together at all times. They may not be exposed to freezing temperatures. During the winter, they must not be left in a vehicle overnight!
- Students are responsible for bringing their laptops to school fully charged.
- If the laptop, charger, or case is stolen while signed out to students, the theft should be reported immediately to the Rockport Police Department and a Camden Hills Regional High School administrator.
- Each laptop, charger, and case is the property of the State of Maine and is registered to Camden Hills Regional High School. They must be returned to the school upon request. Students transferring or exiting Camden Hills Regional High School are expected to turn in their laptop, charger, and case immediately.
- The Instructional Technology Department is responsible for maintaining all hardware and software. It is not permitted to download and/or install software.

Cross Reference:

INJDB Student Computer and Internet Use

INJDB-R Student Computer & Internet Use Procedures

INJDB-L School Provided Laptop Use Policy

CSD Policy NEPN/NSBA Code: INJDB-P, First Reading: June 3, 2009

**EDUCATIONAL RESEARCH:  
STUDENT SUBMISSION TO SURVEYS, ANALYSES, OR  
EVALUATIONS**

*In this policy, "surveys, analyses, or evaluations" refers to methods of gathering data for research purposes.*

No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior written consent of the student's parent/guardian, or of the student, if he/she is 18 years of age or older.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian before the survey is administered or distributed to a student. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The school unit will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable, the school unit will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

*CSD policy NEPN/NSBA code: ILD*

*Adopted: 1-07-04*

## **ANIMALS ON SCHOOL PREMISES**

### **I. Animals in the Classroom**

Animals may be found in all of our schools. They have long been part of the classrooms for reasons of scientific observation and as class pets. In recent years, the number of students with respiratory and allergic conditions has increased. There may be a connection between feather or fur bearing animals and irritations of some health conditions. In order to meet the needs of individual students, staff and of the school program, the following policy will apply:

1. Animals are not allowed in school for any reason other than educational purposes directly related to our curriculum.
2. All instances of animals in the school must be approved in advance by the building administrator.

3. All courses that include the use of live feather or fur animals, as a part of the curriculum, will have their use indicated as part of the course description.

A) Alternative lessons will be provided, in courses required for graduation, for those students who have a medically documented respiratory or allergic reaction to feather or fur animals.

## II. **Pets on School Premises**

1. No dogs or pets are permitted on school grounds at anytime. This policy is applicable during extra-curricular and athletic activities as well as during regular school hours. NO PETS ALLOWED signs are posted accordingly, and should be observed.

## III. **Exemptions shall be allowed under the following circumstances:**

1. Animals trained to assist persons who are physically impaired shall have unlimited access to District property when being used for that purpose.

2. Animals under the control of public safety officials shall have unlimited access to District property. Use of animals by law enforcement officials is under the jurisdiction of state and federal law and is not covered by this policy.

The presence of animals in school buildings or on school property shall also be subject to local laws and ordinances pertaining to animal control. Such laws and ordinances may vary depending on the location of the building/property.

*CSD policy NEPN/NSBA code: IMG Adopted: 03/06/02, Revised 11/7/07*

## **FREE AND APPROPRIATE EDUCATION FOR STUDENTS WITH DISABILITIES UNDER IDEA**

The Five Town CSD School Board is committed to providing a free and appropriate public education to all students with disabilities for whom the District has legal responsibility, including those who:

1. Have not graduated from secondary school or reached age 20 years of age before the start of the current school year (July 1); and

2. Have a disability as defined by the Maine Special Education Regulations that adversely affects their educational performance; and

3. Require the provision of regular and/or special education services in the least restrictive educational environment and, if needed, supportive services in order that the student may benefit from an elementary or secondary educational program.

Procedures will be implemented by Five Town CSD to ensure that each student with disabilities receives a free and appropriate public education which shall be consistent with those set forth in Maine Special Education Regulations, and shall include the establishment of Pupil Evaluation Team(s) and appropriate evaluation procedures. The procedures will be implemented and coordinated by the District's Special Education Director and the Building Administrator.

*CSD policy NEPN/NSBA code: JB Adopted May 1992, Revised 5-4-05*

## **FREE AND APPROPRIATE PUBLIC EDUCATION OF STUDENTS WITH DISABILITIES UNDER SECTION 504**

It is the policy of the Five Town CSD School Board to provide a free and appropriate public education to each disabled student regardless of the nature or severity of the disability. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights of disabled students and their parents under Section 504 will be enforced.

CSD policy NEPN/NSBA code: JBA Adopted 11-2-90, Revised 5-4-05

### **TRUANCY**

A student is habitually truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A M.R.S.A. § 5001-A) and he/she:

**A.** Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or

**B.** Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. The Board shall appoint one or more attendance coordinators in accordance with state law. The duties of the attendance coordinator include, but are not limited to:

**A.** When notified by a principal that a student's attendance is irregular, interviewing the student and the parent(s) to determine the cause of the irregular attendance and file a written report with the principal; **[NOTE: For the purpose of this policy, "parent(s)" means the student's parent(s) or legal guardian(s).]**

**B.** Filing an annual report with the Superintendent summarizing school year activities, findings and recommendations regarding truants;

**C.** Serving as a member of the dropout prevention committee;

**D.** Serving as the liaison between the school and the local law enforcement agency in matters pertaining to student absenteeism under Maine's compulsory attendance and truancy laws (20-A M.R.S.A. § 5001-A, 5051-A).

As required by law, the following procedure shall be followed when a student is habitually truant.

**A.** If the principal and the attendance coordinator determine that a student is habitually truant, the principal shall inform the Superintendent. The Superintendent/designee shall first try to correct the problem informally. Informal attempts to correct the problem must include meeting with the student and the student's parent(s) to identify possible causes of the habitual truancy and to develop a plan to implement solutions to the problem. If the initial meeting does not resolve the problem, the Superintendent/designee shall implement interventions that best address the problem including but not limited to:

1. Frequent communication between the teacher and the family;

2. Changes in the learning environment;
3. Mentoring;
4. Student counseling;
5. Tutoring, including peer tutoring;
6. Placement into different classes;
7. Evaluation for alternative education programs;
8. Attendance contracts;
9. Referral to other agencies for family services; and
10. Other interventions including but not limited to referral to the school attendance coordinator, student assistance team, or dropout prevention committee.

Failure of the student or the student's parent(s) to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's truancy.

**B.** As part of correcting the problem informally, the Superintendent/designee shall require the student and his/her parent(s) to attend one or more meetings with the student's teacher or other school personnel designated by the Superintendent. The purpose of the meeting(s) is to reinforce the plan referenced in paragraph A or to develop an alternative plan. Such meetings may involve others including but not limited to case managers, therapeutic treatment providers, and representatives of the Department of Human Services, the Department of Behavioral and Developmental Services, and the Department of Corrections. The Superintendent/designee shall schedule the meeting(s) at mutually convenient times.

**C.** If the Superintendent/designee is unable to correct the student's truancy, the Superintendent/designee shall serve or cause to be served upon the parent(s) in-hand or by registered mail a written notice that the student's attendance is required by law. The notice shall:

1. State that the student is required to attend school pursuant to 20-A M.R.S.A. §5001-A (the compulsory attendance law);
2. Explain the parent's right to inspect the student's attendance records, attendance coordinator's reports, and principal's reports;
3. Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with 20-A M.R.S.A. § 5053-A and explain the possible penalties;
4. State that the Superintendent/designee may notify local law enforcement authorities of a violation of the habitual truancy statute and the Department of Health and Human Services (DHHS) as provided by 20-A M.R.S.A. § 5051-A(C) (the notice provision); and
5. Outline the plan developed to address the student's habitual truancy and the steps that have been taken to implement that plan.

**D.** Prior to notifying local law enforcement authorities, the Superintendent/ designee shall schedule at least one meeting as required by law and paragraph B of this policy and may invite a local prosecutor.

**E.** If after three school days after the service of the notice described in paragraph C of this policy the student remains truant and the parent(s)

and student refuse to attend the meeting referred to in paragraph D, the Superintendent/designee shall report the facts of the unlawful absence to local law enforcement authorities.

**F.** When a student is determined to be habitually truant and in violation of the compulsory attendance law and the Superintendent/designee has made a good faith attempt to meet the requirements of paragraph B of this policy, the Superintendent/designee shall notify the Board and local law enforcement authorities of the truancy. After this notification, a local law enforcement officer who sees the truant student may transport the student to the appropriate school if the truant student is off school grounds during school hours and not under the supervision of school personnel.

The Superintendent shall submit an annual report regarding habitual truancy to the Commissioner by October 1. The report must identify the number of habitual truants in the school administrative unit in the preceding school year; describe the school unit's efforts to deal with habitual truancy; account for actions brought to enforce the habitual truancy law; and include any other information on truancy requested by the Commissioner.

*CSD Policy NEPN/NSBA, code JHB Adopted 3/2/2005, Revised 4/2/2008*

### **COMPULSORY ATTENDANCE**

Under state law, full-time school attendance is required of all children from their 7th to their 17th birthday except:

**A.** A person who graduates from high school before their 17th birthday;

**B.** A person who has:

1. Reached the age of 15 years or completed the 9th grade;
2. Permission to leave school from that person's parent;
3. Been approved by the principal for a suitable program of work and study or training;
4. Permission to leave school from the Board or its designee;
5. Agreed in writing with that person's parent and the Board or

its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner; or

**C.** A person who has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. An exception to the attendance in public school under this paragraph must be approved by the Commissioner.

#### **Alternatives to Attendance at Public Day School**

**A.** Equivalent instruction alternatives are as follows:

1. A person shall be excused from attending a public day school if the person obtains equivalent instruction in:
  - a. A private school approved for attendance purposes pursuant to 20-A MRSA § 2901
  - b. A private school recognized by the department as providing equivalent instruction;
  - c. A home instruction program that complies with the requirements of 20-A MRSA § 5001-A(3)(A)(4); or

d. Any other manner arranged for by the Board and approved by the Commissioner.

**B.** A person may be excused from attendance at a public day school pursuant to 20-A MRSA § 5104-A (other public or private alternative programs) or § 8605 (student attendance in adult education courses).

**Credit for Attendance at a Private School**

A student shall be credited with attendance at a private school only if a certificate showing the name, residence and attendance of the person at the school, signed by the person or persons in charge of the school, has been filed with the school officials of the administrative unit in which the student resides.

**Discontinuation of Home Instruction**

If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent instruction alternative as provided for by law. The receiving school shall determine the placement of the student. At the secondary level, the principal of the receiving school shall determine the value of the prior educational experience toward meeting the standards of Maine's system of Learning Results.

**Excusable Absence**

A person's absence is excused when the absence is for the following reasons:

- A.** Personal illness;
- B.** An appointment with a health professional that must be made during the regular school day;
- C.** Observance of a recognized religious holiday when the observance is required during the regular school day;
- D.** A family emergency;
- E.** A planned absence for a personal or educational purpose that has been approved;
- F.** Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

Parents are responsible for the school attendance of students who are under 17 years of age. The Board shall work with families in an effort to ensure compliance.

Secondary school students 20 years of age or more will only be admitted to the school unit with prior Board approval.

*CSD Policy NEPN/NSBA code JEA      Adopted 7/11/2007, Revised 4/2/2008*

**STUDENT ORGANIZATIONS OUT OF STATE COMPETITION**

The Board believes that participation in regional and national competition is appropriate and beneficial; however, the Board reserves the right not to endorse and/or fund such participation. The Board will consider endorsing participation based on the following criteria:

1. The competition is endorsed by the Maine Principals' Association, the National Association of Secondary School Principals, the New England Council of Secondary Schools or the appropriate governing board.
2. The individual(s) or team seeking to represent the Five Town CSD must be participating in an endorsed school organization.
3. The competition may not be in conflict with any regularly schedule playoff or championship competition.
4. Participation at competitions within 200 miles of the town of Rockport, which do not require overnight travel, will be considered by the building administrator.

Funding for regional and national championship competitions will be considered at the discretion of the Board based on the following criteria:

1. Individual(s) or teams must be recognized as State Champions or qualifiers in the activity.
2. Equity and availability of funds will be considered when funding is requested.

All students attending such a competition, whether participating or just supporting fellow teammates, will be held to the same standards, School Board disciplinary procedures and policies as the participants.

*CSD policy NEPN/NSBA code: JEGE-L* *Adopted: 04-07-04*

### **MISUSE OF CHEMICAL SUBSTANCES BY HIGH SCHOOL STUDENTS**

The use and misuse of chemical substances—alcohol, prescription, non-prescription and illegal drugs, and tobacco—are widespread in our society and present emotional, social and physical problems for those who use them, as well as for their families and their community. Chemical dependency can create severe interpersonal problems, cause physical and emotional suffering to the user and his or her family and friends, and greatly interfere with the learning process. While there is ongoing debate concerning the use and implications of these chemical substances by the adult population, federal and state laws clearly prohibit the use of these substances by individuals under the age of either eighteen or twenty-one.

The purpose of this Policy is to clearly state the view of Five Town CSD Board of Directors concerning the use of chemical substances by students and to provide a clear understanding of the sanctions that may be imposed for violation of this Policy.

By adoption of this Policy, Five Town CSD creates a Rule prohibiting its students from using, possessing, being under the influence of, distributing, selling or furnishing any chemical substance declared illegal—be it alcohol, drugs or tobacco, or look-alikes—and establishes

penalties for students who violate this Rule.

However, consistent with Five Town CSD Mission of building character and intellect in every student and our concern for the individual and his or her personal growth, and recognizing that chemical dependency is a treatable disorder, this Policy is focused on educating and informing students, and families, not merely on punishing those who violate the Policy. This Policy is designed to:

- encourage students to refrain from the use of illegal chemical substances

- provide intervention by trained and compassionate professionals

- apply corrective disciplinary measures

- provide support and resources to those subject to this Policy.

### **IMPLEMENTATION**

#### **(1) NOTICE**

Information concerning the existence and implications of this Policy will be distributed to all students upon their arrival at High School as part of their annual orientation/"welcome back to school" informational material. A summary of the Policy will be published in the student handbook given to all students and in the parent handbook that is sent to all families of enrolled students. After adoption and prior to its effective date, special efforts will be taken to provide each student and the family of each student with a copy of this Policy.

Coaches and advisors of all extra/co-curricular activities are required, as part of their contract with the school district, to read this Policy to all participants in their respective activity and to take all reasonable efforts to enforce this Policy including reporting events that come to their attention to the appropriate administrative personnel.

#### **(2) PREVENTION**

Beginning at grade nine, Five Town CSD will provide all students and families with information and activities intended to prevent the use of illegal substances by minors and the abuse of such substances by all. School-based programs will inform students concerning the harmful effects of tobacco, alcohol and drug use on personal health, family relations and societal problems as well as the legal consequences of such use or abuse. Recognizing that peer pressure is one of the most powerful factors effecting student decision-making, special emphasis will be placed on methods and techniques individual students can use to support their own decisions.

#### **(3) INTERVENTION**

Five Town CSD will intervene with students who are, or who are concerned about becoming, abusers of chemical substances primarily through the Student Assistance Team (SAT). Students referred to the SAT will be educated and encouraged to understand and address the effects of their association with alcohol, drugs or tobacco. Students and their parents will be directed to further educational opportunities and, in the case of tobacco use, to smoking cessation programs. Information and referral will be provided to help each student connect with community agencies that offer additional resources and programs,

including the opportunity to obtain an evaluation by a licensed substance abuse counselor.

As required by state law, the parents or legal guardian of a student required by the SAT to participate in a substance abuse assessment, education or support group will be notified and, if recommended by the SAT, a parent or legal guardian of the student may be requested to participate in the services.

Self-referrals to the SAT are considered confidential and no punitive action under this Policy will be taken provided the student adheres to the recommendations of the SAT.

The SAT is empowered under this Policy to recommend to the building administrator that the sanctions and disciplinary measures set forth herein may be modified or eliminated in appropriate situations based upon a written report setting forth the reasons therefore.

#### **APPLICABILITY**

This Policy applies to all students at Camden Hills Regional High School.

Five Town CSD recognizes that its authority over its students is generally limited to actions occurring (1) within its school buildings or on its premises, (2) on or within any school-owned vehicle or on or within any school-approved vehicle used to transport students to and/or from school activities, and (3) off school property at any school sponsored or school approved event, activity or function (such as a field trip or an athletic event where students are under the jurisdiction of the school system). Additionally, Five Town CSD may exercise authority over its students off school premises and outside of school vehicles and functions if the students' actions pose a direct threat to the safety, welfare, and discipline of other students or teachers.

Information received by High School staff concerning student use or abuse of illegal chemical substances that is outside the purview of this Policy will be reported to the SAT.

Participation in extra/co-curricular activities, whether athletics or non-athletics, is considered a privilege and students who choose to participate in such activities will be held to a higher level of responsibility concerning the use of illegal chemical substances. Students who are active or involved with athletic teams and/or non-athletic activities are considered subject to this Policy at all times and at all locations and will be held responsible under this Policy for confirmed violations of this Policy no matter where or when the violation occurs. For the purposes of this Policy, a sport season starts with "first call" and continues through any season-concluding activity, including the awards banquet.

**RULE:**                    **No student shall use, possess, be under the influence of, sell, furnish or distribute in any manner any substance declared illegal by state or federal law, including alcoholic beverages, drugs, tobacco products or look-alikes.**

**SANCTIONS FOR VIOLATIONS OF RULE**

The building administrator shall have the responsibility to investigate each alleged violation of this Policy and the authority to determine whether a violation has occurred. In this regard, the building administrators may rely upon first hand reports from school staff, from a student’s parents/guardians, from the student, from the police.

The Board of Directors believes that students who sell, furnish or otherwise distribute, with or without receiving payment, illegal chemical substances create a greater risk to individual students and to the entire student/staff community. As such, this Policy considers such offenses to be of greater severity and subjects those students found responsible for such offenses to greater and more serious penalties.

Once the building administrator determines that a violation of this Policy has occurred, in addition to the penalties set forth below, the parents of the student and the local police department will be notified. Any contraband confiscated will be turned over to the local police department.

A student who violates the rule of this Policy shall be disciplined by the building administrator as follows.

**ALL STUDENTS - POSSESSION and/or USE**

FIRST OFFENSE: Three to five day suspension and referral to SAT.

SECOND OFFENSE: Three to five day suspension, referral to SAT and evaluation by licensed substance abuse counselor or participation in smoking cessation program required. Students who fail to complete the required evaluation or program in a timely manner will be suspended for an additional ten-day period.

THIRD OFFENSE: Suspension pending expulsion hearing before Five Town CSD Board of Directors, with said expulsion hearing to occur within ten days of start of suspension.

**ALL STUDENTS - SELLING and/or FURNISHING**

ANY OFFENSE: Referral to SAT and suspension pending expulsion hearing before Five Town CSD Board of Directors, with said expulsion hearing to occur within ten days of start of suspension.

NOTE: Any student expelled by the Five Town CSD Board of Directors for violations of this Policy may be readmitted only after completing a substance abuse assessment, education or support group program or, in the case of violations based on the use of tobacco, a smoking cessation program, and upon presentation of satisfactory evidence that the behavior that was the cause of the student being expelled will not likely recur.

**SUBSTANCE ABUSE VIOLATIONS FOR THOSE STUDENTS PARTICIPATING IN EXTRA / CO-CURRICULAR ACTIVITIES**

From the time the building administrator has determined that a violation has occurred, the following actions will be taken:

1st offense during a student's	<ul style="list-style-type: none"> <li>30 calendar days no participation in extra / co-curricular activities</li> </ul>
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high school career	<ul style="list-style-type: none"> <li>• Referral to Counseling / SAT</li> </ul>
2nd offense during a student's high school career	<ul style="list-style-type: none"> <li>• 30 calendar days no participation in extra / co-curricular curricular activities</li> <li>• Referral to Counseling / SAT</li> </ul>
Any additional offenses during a student's high school career	<ul style="list-style-type: none"> <li>• Removal from extra / co-curricular activities for one calendar year</li> <li>• Referral to Counseling / SAT</li> </ul>

The above consequences for violations will be enforced if violations occur during the school year.

- For activities the school year is defined as after the first day of school and before the last day of school.
- For athletics the school year is defined as after the allowable start date for athletics in the fall and before the last day of school or the last day of spring sports, whichever is later. Allowable start dates and end dates are set by the Maine Principal Association.

Violations during the school year (as defined above) can be violations that occur any place. They are not limited to violations that occur on school grounds or at a school sponsored function.

If a violation takes place outside the school year, (as defined above) the above consequences will only be enforced if the violation occurs on school grounds or at a school sponsored function.

The thirty days of ineligibility must be served during the school year. (as defined above) If a thirty day ineligibility period is not completed in the spring, the remaining days will be carried over to the fall of the following school year.

If a student has an infraction while ineligible due to a previous infraction, the second period of ineligibility will be served at the end of the first one. They may not be served concurrently.

*CSD Policy NEPN/NSBA code: J1CH*

*Adopted: July 11, 2007*

### **STUDENT DISCIPLINE**

It is essential for schools to maintain a safe and orderly environment which supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

1. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.

2. Expectations for student behavior should be clear and communicated to school staff, students and parents.

3. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced.

4. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Physical force and corporal punishment shall not be used as disciplinary methods. State law provides that "a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance." Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the Principal/designee. School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

*CSD policy NEPN/NSBA code: JK*

*Adopted: 2-16-00*

### **WEAPONS, VIOLENCE AND SCHOOL SAFETY**

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff are required to immediately report incidents of prohibited conduct by students to the principal/designee for investigation and appropriate action.

#### **Prohibited Conduct**

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

1. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten intimidate, coerce or harass another person except when used in an approved instructional activity. Examples of such articles include, but are not limited to, firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-

bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;

2. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to, bats, belts, picks, pencils, compasses, objects capable of ignition ( e.g. matches, lighters), files, tools of any sort and replicas of weapons (including toys);

3. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats):

4. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;

5. Willful and malicious damage to school or personal property;

6. Stealing or attempting to steal school or personal property;

7. Lewd, indecent or obscene acts or expressions of any kind;

8. Violations of Five Town CSD drug/alcohol & tobacco policies;

9. Violations of state or federal laws;

10. Any other conduct that may be harmful to persons or property.

#### **Disciplinary Action**

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA §1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA §1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/ regulations and Board Policy JKF.

#### **Use of Firearms and other Weapons in instructional activities:**

Nothing in this policy shall prevent the school system from offering instructional activities related to firearms or other objects that are generally considered weapons (e.g., bows and arrows) or from allowing a firearm or other object generally considered a weapon to be brought

to school for instructional activities (e.g., archery, hunter safety) approved by the school system so long as appropriate safeguards have been adopted to ensure student and staff safety. No weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

**Notification Team/Confidentiality**

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force. Within ten days, or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record. The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

**Psychological Evaluation/ Risk Assessment**

The Board authorized the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school. The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluation shall be performed at the district's expense.

If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

*CSD policy NEPN/NSBA code: JICI*

*Adopted: 2/04/04*

**IMMUNIZATIONS OF STUDENTS**

All students who enroll in the school district are required by Maine law to present a certificate of immunization or evidence of immunization against poliomyelitis, diphtheria, pertussis whooping cough), tetanus,

measles, mumps, rubella and varicella (chicken pox). The District requires:

1. The parents/guardians provide to the school written documentation that the child has been immunized within five (5) days of enrollment in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or
2. The parents/guardians provide a physician's written statement each year that immunizations against one or more diseases may be medically inadvisable (as defined by law/regulation); or
3. The parents/guardians state in writing each year that immunization is contrary to their sincere religious or philosophical beliefs.

The Superintendent shall exclude from school and school activities any non-immunized student when there is a danger to the health of others as provided by law.

The Superintendent/designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

*CSD policy NEPN/NSBA code: JLCB*

*Adopted: 9/4/02*

#### **ADMINISTERING MEDICATIONS TO STUDENTS**

Five Town CSD acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at school. Although the Board discourages the administration of medication on school premises where other options exist, it shall not deny educational opportunities to students requiring the administration of medication in order to participate in the school program and/or where there are no other options.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

#### **DEFINITIONS**

"Administration" means the provision of prescribed medication to a student according to the orders of a health care provider.

"Health care provider" means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

"Indirect supervision" means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider.

"Parent" means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

"School nurse" means a registered professional nurse with Maine Department of Education certification for school nursing.

"Self-administration" is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

"Unlicensed school personnel" are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

#### **ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL**

##### **Parental Request**

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

##### **Health Care Provider's Order**

All parental requests must be accompanied by a written order from the student's health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. Such order must include:

1. The student's name;
2. The student's date of birth;
3. The name of the medication;
4. The dose;
5. The route of administration (e.g., tablets, liquid, drops); &
6. Time intervals for administration (e.g., every four hours, before meals);
7. Any special instructions;
8. The signature of the prescribing health care provider;
9. Reason for medication;
10. Any side effects; and
11. Any allergies.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance

with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

**Renewal of Parent Permission Requests/Forms and Health Care**

**Provider Orders**

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

**Delivery and Storage of Medication**

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20-day supply of prescription medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year or it will be disposed of properly.

The school nurse shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

**Recordkeeping**

School personnel and the student's parent shall account for all prescription medication brought to school.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

**Confidentiality**

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

**Administration of Medication**

Licensed medical personnel acting within the scope of their licenses may administer medication during the school day.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, school nurse assistant, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

**Administration of Medication During Off-Campus Field Trips and School-Sponsored Events**

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows: The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or PET, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips (JLCD-E)" will be followed.

**Student Self-Administration of Asthma Inhalers and Epinephrine Pens**

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

**A.** The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.

**B.** The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.

**C.** The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.

**D.** The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.

**E.** The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student. Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

#### **Required Training of Unlicensed Personnel to Administer Medication**

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of

medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication. Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

**Delegation and Implementation**

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

Safe transport of medication to and from school;

Administration of medication during field trips and school-sponsored events;

Accountability for medications, particularly those regulated by the Federal Narcotics Act;

Proper storage of medication at school;

Training of appropriate staff on administration of emergency medications;

The procedure to follow in the event of a medication reaction;

Access to medications in case of a disaster;

The process for documenting medications given and medication errors; and

The proper disposal of medications not retrieved by parents.

*NEPN/NSBA Code: JLCD*

*Adopted 1-4-06*

**STUDENT EDUCATION RECORDS AND INFORMATION**

The Five Town CSD shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

**Directory Information**

The Five Town CSD designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). The Five Town CSD may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

**Military Recruiters/Higher Education Access to Information**

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the District must comply with any such request,

provided that parents have been notified of their right to request that this information not be released without their prior written consent.

#### **Information on the Internet**

Under Maine law, the District shall not publish on the Internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names, without written parental consent.

#### **Transfer of Student Records**

As required by Maine law, the District sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

#### **Designation of Law Enforcement Unit**

The Board hereby designates the Rockport Police Department as the District's law enforcement unit.

#### **Administrative Procedures and Notices**

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school. *CSD policy NEPN/NSBA code:JRA Adopted: 3/10/03, Revised 3/5/2008*

### **ANNUAL NOTICE OF STUDENT**

#### **EDUCATION RECORDS AND INFORMATION RIGHTS**

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

#### **Inspection of Records**

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected.

#### **Amendments of Records**

Parents/eligible students may ask the District to amend education records they believe are inaccurate, misleading, or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

#### **Disclosure of Records**

The District must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law:

**1. Directory/Internet Information**

The District designates the following student information as directory information that may be made public at its discretion: name, date of birth, participation in officially recognized activities and sports, grade level of students, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Parents/eligible students who do not want the District to disclose directory information must notify the Superintendent in writing within 30 days after enrollment or the start of school year, whichever is later. The Five Town CSD shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, email address, home address, date of birth, social security number and parents' names. Under Maine law, Five Town CSD shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names.

**2. Military Recruiters/Institutions of Higher Education**

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the District must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the District to disclose this information must notify the Superintendent within 30 days of enrollment or the start of the school year, whichever is later.

**3. School Officials with Legitimate Educational Interests**

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Directors; persons or companies with whom the District has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

**4. Other School Units**

As required by Maine law, the Five Town CSD sends student education records to a school unit to which a student applies for transfer, including

disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

**5. Other Entities/Individuals**

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

**Complaints Regarding Five Town CSD Compliance with FERPA**

Parents/eligible students who believe that the District has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

*CSD policy NEPN/NSBA code: JRA-E      Adopted: 11/1/06, Revised 3/5/08*

